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ABSTRACT

This 1978 Open University BA degree Handbook begins with information about the university organization, correspondence materials, assignments and examinations, television and radio broadcasts, audio-cassette loan service, books and libraries, study centers, the computing service, handicapped students, tutor-counselors and course tutors, tuition, counseling, institutional research and questionnaires, and student affairs. Information is provided on tutor-marked and computer-marked assignments, rules governing the return of assignments, the final examination, and the award of credit. Other topics covered are advanced standing, summer schools, registration, and finance. Appendices include regulations and listings to regional offices, study centers, officers of the University, directors of studies, and regional directors. (SW)

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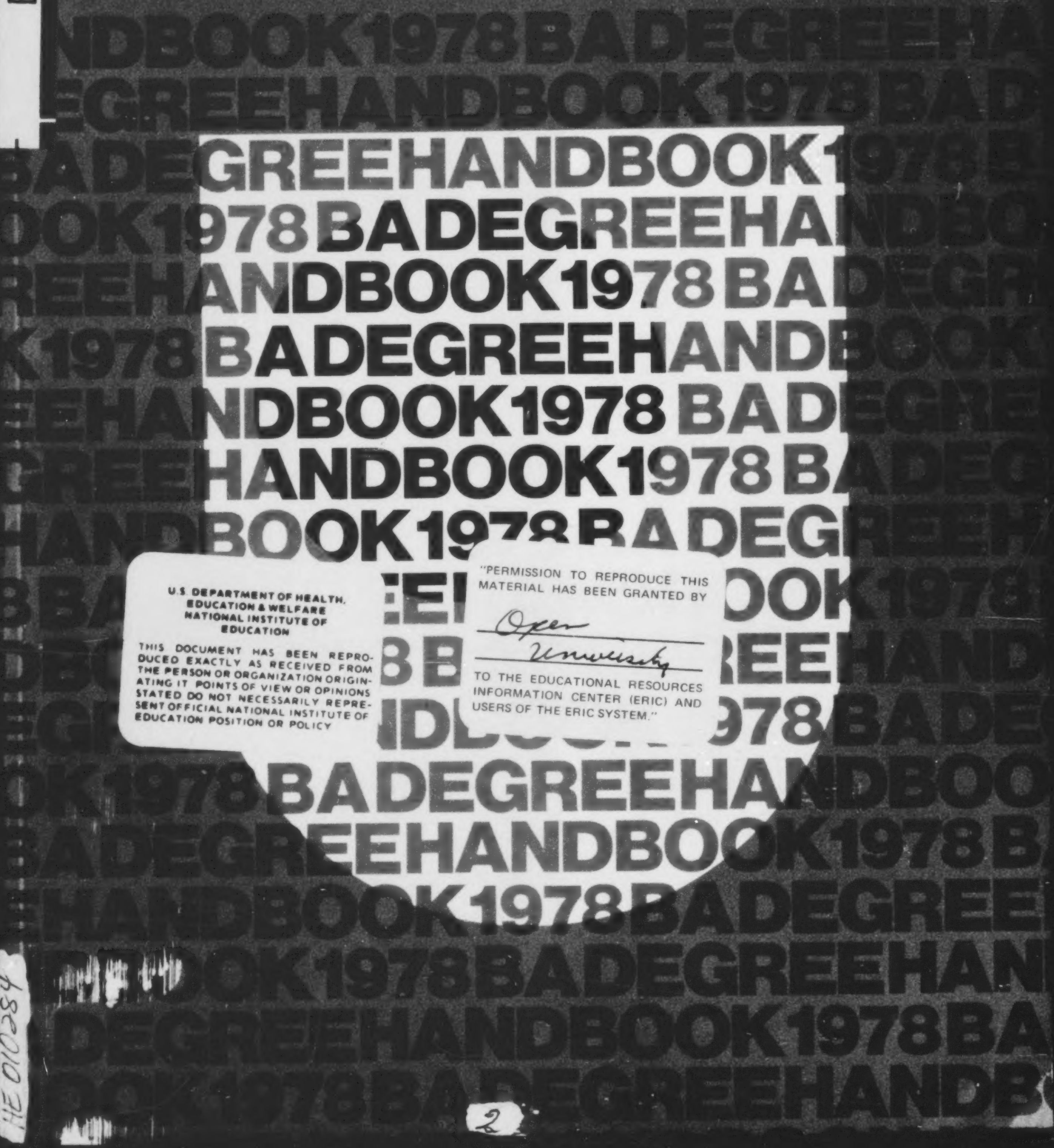
BA DEGREE HANDBOOK 1978



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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

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WHOM TO CONTACT

The list which follows is designed to guide you quickly to the most helpful source of information. Always follow up the *Handbook* reference first as it may answer your query and will almost certainly assist you in deciding whom to contact within the University structure. *Remember, whenever you write to the Open University, always give your name, address and serial number.*

Nature of query	**Contact**	***BA Degree Handbook* reference**
Academic references	Student Records Office	pp. 40–41
Allocation to tutor-counsellor and course tutor	Regional Office	p. 8
Assignments—subject matter	Your course tutor for the particular assignment	p. 25
—late submission	Tutor-counsellor	pp. 23–24
—non-receipt of grades		
(a) tutor-marked	Your course tutor	p. 24
(b) computer-marked	Examinations Office	p. 24
—appeal against TMA grade	Your course tutor for the particular assignment	p. 24
Audio-cassette loan service	Audio Visual Department	p. 6
Ceremonies	Graduate Office	p. 14
Change of address	Student Records Office	p. 73
CMA additional forms	Correspondence Services	p. 73
Computer terminal—access	Regional Office	Appendix 3, pp. 75–78
—operational queries	Student Computing Service	p. 74
Courses available	Student Enquiries Service	pp. 14–18, 73
Course material—subject matter	Your course tutor	p. 8
—missing pages, damaged, etc.	Correspondence Services	p. 73
—non-receipt	Correspondence Services	p. 73
—repeated non-receipt	Student Records Office	p. 73
—purchase	Open University Educational Enterprises Ltd	p. 74
Course results—notification	Student Records Office	pp. 27–28
—queries	Chief Examinations Officer	p. 28
Credit exemptions—claims and awards	Advanced Standing Office	pp. 28–31
—advanced standing		
Degree eligibility	Graduate Office	p. 11
Examinations—examination centre allocations	Regional Office	pp. 25, 62, 75–78
—absence	Regional Office	pp. 26, 63, 64
—temporarily overseas	(a) Regional Office (b) Examinations Office	p. 25 pp. 25, 42, 64–65
Fees	Student Records Office	pp. 41–48
Financial Assistance Fund	Tutor-counsellor	p. 46
Home experiment kits—indemnity certificates	Student Records Office	p. 53
—non-receipt	Student Records Office	p. 73
—missing items, damaged, etc.	Home Kits Warehouse	p. 74
—deposits	Student Records Office	pp. 46, 53
—return procedures	Home Kits Warehouse	p. 46
Overseas residence	Student Records Office	p. 40
Registration, final and conditional	Student Records Office	p. 39
Regulations	Student Enquiries Service	Appendix 1, pp. 50–72
Set books—difficulties in obtaining	Student Enquiries Service	pp. 6, 74
Sponsorship	Student Records Office	pp. 47, 53
Stationery	Correspondence Services	p. 73
Student consultative process	Regional Office	p. 10
Study centre—allocation	Regional Office	pp. 7, 75–78
—timetable	Regional Office	p. 7
—facilities	Tutor-counsellor at the centre	p. 7
Summer schools—allocations	Regional Office	p. 32
—attendance	Tutor-counsellor	pp. 31, 66
—excusal	Tutor-counsellor	pp. 33–35, 66
—surrender of entitlement	Student Records Office	p. 35
—fees	Student Records Office	pp. 42, 53
TMA additional forms	Correspondence Services	p. 73
Withdrawal	Student Records Office	p. 41

This *Handbook* has been prepared by the Registry Section of the Academic Administration Division.

The University wishes to emphasize that, while every effort is made to ensure accuracy, the material in this *Handbook* is subject to later alteration or amendment in the light of changes in regulations or in overall policy or of financial or other constraints.

The Open University
Walton Hall
Milton Keynes, MK7 6AA

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INTRODUCTION

The *BA Degree Handbook 1978* has been produced not only for all registered Open University undergraduate students but also for members of the University's part-time tutorial staff, and we hope that it will prove valuable to all members of the University. The information that has been included is for use in 1978. Continuing students as well as new students will need to refer to this *Handbook*, since the information updates that given in previous *Handbooks*. New students who received the *Guide for Applicants for Undergraduate Courses 1978* should now refer to this *Handbook* for current information.

We hope that you will read through this *Handbook* when you receive it and that you will keep it by you as a reference book. An index has been provided and you will find that many of the answers to your questions are contained in this publication. We have tried to put into the appendices as much detailed information as possible about practical aspects of the University, and we will, in addition, provide information on assignment dates and details of the broadcasting schedules, as well as any further information which becomes available. This will enable us to notify students as soon as possible of any changes which occur after publication, and we hope that you will let us know if there is anything in the *Handbook* which you think should have been dealt with in more detail, or which appears to be misleading.

The 1978 *Handbook* does not contain detailed descriptions of every course nor advice on techniques of studying within the Open University. The advice on study has been put into a separate document entitled *How to Study* which is sent only to new students, and to their course tutors and to tutor-counsellors, since it remains substantially the same as the one already sent to continuing students. The course descriptions, however, will be published in the *Courses Handbook 1978* which will be sent to all registered students later in 1978 and to all course tutors and tutor-counsellors in time for the conditional registration process, when all students make their choice of courses for 1979.

If you have any queries about the courses or difficulties arising from your own studies, contact your tutor-counsellor. If you have any other general difficulties please write direct to the Student Enquiries Service, The Open University, PO Box 71, Milton Keynes, MK7 6AG. The staff will do all they can to help you. See also inside the front cover for a list of whom to contact in the case of particular queries.

Sex Discrimination Act Please note that all references in this *Handbook* to one sex should be read as applying also to the other sex unless specifically indicated otherwise.

THE STUDENT IN THE OPEN UNIVERSITY

1

THE OPEN UNIVERSITY

The Open University was set up by Royal Charter in July 1969, to provide university and professional education to those with the keenness and ability to continue their education by study in their own time, and particularly to those who could not otherwise obtain education at a university. For these reasons Open University students need no 'A' level, 'O' level or any other formal academic qualification for entry. They are usually over twenty-one and the majority are in full-time employment or working at home. In exceptional circumstances we will accept students under twenty-one if reasons, such as physical disability, or domestic or other circumstances make it impossible for them to attend a conventional institution of higher education. We expect students to study mainly at home in their spare time.

The courses are written by the full-time staff at Walton Hall, the headquarters in the new city of Milton Keynes in north Buckinghamshire.

The executive governing body of the University is the Council which has ultimate responsibility for the conduct of all University affairs and, in the words of the Charter, for 'advancing the interests of the University, maintaining its efficiency, encouraging teaching, the pursuits of learning and the prosecution of research therein'.

The members of the Council are drawn from both inside and outside the University with representatives from the academic staff and the students, from institutions of both higher and further education, and from the BBC. There are also a number of members whose work is not directly connected with education but whose outstanding achievements in their own fields enable them to make a valuable contribution to the administration of the University.

The composition of the Senate provides for representation of full-time and part-time academic staff, students and other members of the University. The Senate is responsible for the academic work of the University, directing and regulating the teaching and research, and controlling all matters connected with examinations and the award of degrees. In the early years, as in all new universities, academic decisions relating to the maintenance of academic standards are also the concern of the Academic Advisory Committee, which is appointed by the Privy Council.

THE COURSES

Your degree will be built up from a number of courses, each spread over 32 to 34 study weeks. These courses have been designed and produced by full-time staff—academics, editors, educational technologists and BBC producers—working together in groups known as course teams. Course teams have had to develop a new approach to the teaching–learning process, and the various media through which you will learn as an Open University student are described below.

Correspondence Material

At regular intervals throughout your course you will receive a series of correspondence packages through the post. Each package will contain specially written learning materials, including correspondence texts, similar in format to this *Handbook*, often written in 'programmed learning' style; usually each book is the core of a week's work. The correspondence packages also include notes on the associated television and radio programmes, assignments and exercises and, in some cases, there may be accompanying gramophone records or filmstrips to be used in conjunction with the correspondence texts.

Students on some courses, particularly in science and technology, receive a 'home experiment kit'. In science, the foundation course kit contains well over 100 chemicals, glassware, a microscope developed specially for the University, and numerous other items. The technology foundation course kit includes a binary computing device and a 'noise meter'. All these kits contain extremely sophisticated equipment and there is understandably a returnable deposit to be paid by those students using them (see p. 42). We also require students to sign a written undertaking accepting full liability for replacement and indemnifying the University from any liability arising from use or misuse of the kit.

Assignments and Examinations

Most correspondence packages include at least one tutor-marked assignment requiring you to submit some written work. This you will send to a member of the University's part-time staff for comment and marking. If you are a foundation course student, this will be your tutor-counsellor; if you are studying a course at a higher level, this will be your course tutor—usually the same tutor you can meet from time to time in a study centre. The tutor returns the marked work to the University where his comments and mark are recorded before the work is returned to you. A number of assignments take the form of objective tests and are designed to be scored not by the tutor but by the computer. These we refer to as computer-marked assignments. The assignments not only help you to learn but also form the basis of our continuous-assessment system and your success in any course will be measured partly by *continuous* *assessment* of your work during the academic year and partly by an *examination* at the end of it. Further details about continuous assessment and the examination together with details of the regulations are to be found in Section 3.

Television and Radio Broadcasts

Open University television programmes are shown on BBC 2 and BBC 1 in the early morning and on BBC 2 at weekends and in the early evening. The radio broadcasts are on Radio 3 VHF or Radio 4 VHF.

Television
Monday to Friday 06.40–07.55 and 17.00–1905
Saturday, Sunday 07.40–13.55

Radio
Monday to Friday 06.00–07.00 and 17.45–19.30
Saturday 06.00–17.00
Sunday 06.00–10.30 and 24.00–01.00

Most programmes will be broadcast twice, generally once during the week and once at the weekend. A few courses have weekly transmissions on both radio and television but for most others the broadcasts are less frequent; full details for relevant courses will be sent to students in the *Broadcast and Assignment Calendar 1978*.

From June until late August, some weekday evening Open University television programmes give way to BBC2 coverage of test matches, and the *Calendar* will include details of the replacement times for Open University programmes. *There will be no broadcasts during the week* Thursday 23 March–Wednesday 29 March inclusive.

Radio in Northern Scotland and Parts of Wales

In Northern Scotland and parts of Wales, where Radio 4 medium wave reception is poor or non-existent, the BBC has decided that on Saturdays VHF should be used for general Radio 4 programmes while the rest of the country receives Open University broadcasts (between 09.05 and 17.00). A replacement transmission will be made on Radio 3 VHF between midnight and 1 a.m.; the day and exact time will be given in the *Calendar*.

Breakdown in Transmission—Repeat Broadcasts

Wherever possible special arrangements will be made to replace any programme lost through technical breakdown. Details of replacement times will be given in the *Broadcast and Assignment Calendar*.

Open Forum

Dates and times of *Open Forum* programmes (see p. 11) will be as follows:

Radio
Weekly broadcasts at 09.05 on Saturday on Radio 4 and at 07.45 on Sunday on Radio 3.

Television
Broadcast every third week on Sunday at 11.50; the times of any repeats will be given in the *Calendar*.

Off-air Recording

It is permissible for an individual to make off-air recordings of Open University radio and television programmes for his or her private study purposes. Causing such recordings to be heard by others, recorded or sold are acts infringing Section 14 of the Copyright Act 1956.

Educational institutions wishing to record Open University programmes should apply for an off-air recording licence to Open University Educational Enterprises Ltd, 12 Cofferidge Close, Stony Stratford, Milton Keynes, MK11 1BY.

Audio-Cassette Loan Service

During 1978 it is planned to provide an audio-cassette loan service for students to supplement the live radio broadcasts. Up to four broadcasts (two cassettes) may be requested at any one time. Cassettes should be ordered on the request card provided. When you order cassettes, send a suitable strong stamped addressed envelope, otherwise the request cannot be dealt with. A new request card will be included with each package despatched, and further supplies will be available in study centres, or direct from the Audio-Visual Department, Walton Hall.

It is important, when ordering cassettes, to use the tape number quoted in the *Broadcast and Assignment Calendar*. These numbers may differ, in a few cases, from programme numbers quoted in course material.

All cassettes you receive must be returned to the Audio Visual Department at Walton Hall within three weeks. They should not be returned to your Regional Office.

Books and Libraries

Apart from the correspondence texts which you receive through the post your course may also involve using set books and other recommended reading.

Set Books The *Set Books List* is sent to you before your course begins, and the relevant books were also listed in the *Courses Handbook* and the *Guide for Applicants*.

As you will need most of the set books throughout the course you are advised to buy them, rather than to try to borrow them from public libraries. Another reader may wish to borrow them after you obtain them. This would mean parting with them—perhaps at a point in the course when they are vital to your work.

Recommended Reading This varies a good deal between courses. In some it is optional background reading. You are not expected to read all the books recommended for background reading, though you may like to use some of them in solving difficulties or pursuing a special interest. In other courses the recommended reading includes books which are important if you are to get full benefit from the part of the course to which they refer. You may wish to buy some of the recommended books to add to your home collection but, if not, they may be available from your local public library.

Libraries To discover what provision your local library makes for Open University students, ask at the library which you intend to use most.

If you are a new student, take with you the *Introductory Library Form*, which will be sent to you, so that your needs may be discussed in detail. Should you intend to make intensive use of more than one library, have a word with the librarian at each of them.

The use of libraries is a vital part of your education. The most important purpose of a university education is to teach the student to think for himself. This involves knowing where information may be found and, in particular, how to use the literature of your subject effectively. If you do not have command of that literature you can neither extend your studies to fields not covered by the course nor keep abreast of new developments in the subject after the course is over.

The skills needed to use the literature and libraries are not inborn, but have to be learned. A real effort is required to master the bibliographies, abstracting services, catalogues, indexes and other means which enable you to search the literature systematically. To help with this some courses include *guides to the literature* in the correspondence materials.

If you have difficulty in using the literature or in getting access to the books you should ask your local librarian to help. He may be able to show you a literature guide, if one is not included in your course materials, or a book on the use of libraries, or tell you of another library where you are more likely to find the material you need.

If you still have problems ask your tutor-counsellor to arrange for your Regional Office to take them up with local libraries on your behalf. We need to know about your difficulties so that solutions may be found.

Summer Schools

Foundation courses, and many second and higher level courses, include a residential summer school which lasts for one week. Further information and details of regulations and special requirements are to be found in Section 5.

LOCAL SUPPORT SERVICES IN THE REGIONS

Every Open University student is attached to one of thirteen regions, each with its own Regional Director (see Appendix 3 for their addresses). The Regional Director is responsible through his staff for providing a range of local services to support you in your task of 'independent learning'. For instance:

1 He maintains contact with many local organizations (e.g. local education authorities, public libraries, employers, etc.) to ensure that you get maximum benefit from facilities available in your area.

2 He is responsible for running the local study centres and appointing local tutor-counsellors and course tutors.

3 He liaises with the staff at Walton Hall in organizing and staffing summer schools in his region.

Study Centres

Wherever the concentration of students in a particular area justifies it, we have set up a study centre. In all, there are about 260 study centres (see Appendix 3 for locations).

Study centres are usually based in local colleges, schools or other educational establishments. They are open on weekday evenings and sometimes on Saturdays as well. They provide facilities for students to meet with one another for discussion and mutual help and for group and individual discussions with tutor-counsellors and course tutors. You are under no obligation to attend your study centre but most of our students do prefer to undertake part of their learning together and so avoid the sense of isolation that other correspondence students often feel.

Study centres provide a range of resources to assist your studies. In most centres you can watch the television and listen to the radio programmes. They also have a set of radio tapes of foundation course broadcasts and a replay device. Cassettes of certain television programmes can be booked in advance from the Regional Office and played on our projector which is in the study centre. Study centres are the base for a considerable variety of student activity. Students on a common course come to know each other and arrange to meet in 'self-help' groups or for social/educational sessions in or out of the centre. In many study centres it is possible to use the facilities of the library for private study and reference, and the student common room and refreshment facilities.

The study centre consultative committee is the first stage in the University's structure for consulting students and part-time staff (see p. 10). We hope you will be able to use at least some of the opportunities that the study centre provides.

Student Computing Service

For students taking a course which includes a practical computing component, the University's Student Computing Service operates a network of terminals linked to central computers by standard Post Office exchange lines. This network is supplemented by a postal service for those students unable, or who do not wish, to make regular use of a computer terminal. In general, terminals are sited in study centres and while it has not been possible to equip all centres, there are over 180 terminals in operation. The availability of these terminals may vary slightly from centre to centre; they should, however, be available during normal study centre hours and in some cases for an extended period (see p. 74).

Physical and Sensory Handicap

Students with physical handicaps are encouraged to attend study centres; in the past, fellow students have helped them to share as fully as they can in study centre activities. Students with visual or hearing problems are provided with special study material, for certain courses, by the University or from external sources such as the Royal National Institute for the Blind. Students unable to complete certain assignments because of visual, hearing or mobility problems are provided whenever possible with alternative assignments. Discuss this with your tutor-counsellor. Any difficulties encountered by disabled students with which tutor-counsellors cannot help, will be notified to their Regional Office or to Walton Hall in case further help can be provided. Disabled students will be given personal advice regarding attendance at summer schools. For those who are able to attend summer school, allocation will be carried out after careful study both of their individual needs and of the facilities available at host universities. Individual arrangements for examinations should be discussed with your tutor-counsellor.

Allocation to Tutor-counsellors and Course Tutors

You will be allocated by the Regional Director to a member or members of the University's part-time staff who will be responsible for your tuition and counselling. Students following a foundation course will normally receive both tuition and counselling from a tutor-counsellor who in subsequent years will continue to give them counselling advice; students following post-foundation level courses will be allocated for tuition to a course tutor, and will receive counselling from a tutor-counsellor who in most instances will have known them in previous years. If for any reason you wish to be reallocated to a different tutor-counsellor or course tutor, though we would expect this to happen only in exceptional circumstances, you can request this by writing to your Regional Director explaining the reasons in full. The Regional Director has sole discretion in deciding whether a change is appropriate and possible.

Tuition

The tutor-counsellor at foundation level, or the course tutor at higher levels, is responsible for marking and commenting on your assignments and for helping you to understand and learn from the course and its assignments. His comments on your written work are to help you to see its stronger and weaker aspects; he will also be ready to hear from you if you have further queries to take up after you receive your returned assignments, or in connection with the course generally and he will respond to your enquiries either by correspondence or by telephone. At foundation level your tutor-counsellor will hold regular tutorial sessions at a local study centre; at higher levels there will usually be opportunities for you to meet your course tutor, although on a number of courses the geographical spread of students may prevent the holding of tutorials at more than a few locations. (In these instances the tutorials will usually take the form of day schools on a Saturday once or twice a year or in some regions a series of tutorials by telephone may be offered.) Although students will normally receive tuition from only one member of the part-time staff for any one course, there will be some instances (e.g. the science foundation course) where a number of staff will mark the work relating to different parts of the course.

Counselling

As has been indicated, all Open University students will be attached to a tutor-counsellor who will be taking a continuing interest in their progress in the University. Tutor-counsellors in the Open University are unique, and not to be confused with other 'counsellors' in other fields of education. Open University tutor-counsellors are educationalists who help you to be clear about your choices as to methods of study—how much to study alone, how much with other students—your choices on the quality and type of courses and many other matters. Tutor-counsellors come to know their students personally from individual contact, involvement in tuition at foundation level and from meeting students in groups. At post-foundation level they work closely with course tutors and receive copies of tutors' comments on the assignments sent in by their students.

Many students join discussion groups initiated by their tutor-counsellor every fortnight or so, often following a television or radio programme or replay. Where a student is unable to attend his study centre, the student and tutor-counsellor may make initial contact by letter or telephone, or the tutor-counsellor may offer to visit the student.

If You Should Fall Behind

Open University courses involve a fixed timetable for the despatch of correspondence packages and for broadcasts. Within this timetable you are free to learn at the pace that best suits you. (This is one advantage that study by correspondence has over more conventional learning methods.) Nevertheless, you will need to keep up with the timetable from week to week, taking in the broadcasts, working on the correspondence material, and sending off your assignments in good time so that your course tutor, or at foundation level your tutor-counsellor, can receive all assignments on the same topic within the same period and so that you can get back his comments while the work is still fresh in your memory.

It would, of course, be unrealistic to hope that our students will never fall behind in their course work. There are so many valid reasons (illness, job-pressures, house-removal, etc.) why you could, from time to time, run into a period when you are unable to devote the usual amount of time to your studies. In such a case you should get help and advice immediately from your tutor-counsellor. It is important not to let the situation worsen.

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Although we stress that ten to twelve hours a week is what we estimate the average student will need to spend on each full-credit course, it may well appear that some weeks of your course are demanding far more of your time than you could reasonably have expected. If this happens, we want to know. This is one of the reasons for the introduction of final submission dates (see Section 3 Assignments and Examinations, pp. 21–8). If at any time you do have trouble coping with the work, or getting assignments in on time, please let your tutor-counsellor know. Part of his job is to chart your individual progress—both successes and difficulties—and to provide additional help where needed. He also analyses patterns that occur for several students, so that he can let the full-time regional staff, and ultimately Walton Hall, know whenever there are general matters to report.

For a detailed list of whom to contact in case of difficulty (whether academic, administrative, or whatever) please look inside the front cover of this *Handbook*.

Additional Tuition

You may sometimes receive information about courses at other institutions which provide tuition relating to Open University courses. The University wishes to make it clear that, in its opinion, attendance at privately arranged courses is not necessary for the completion of Open University studies, nor is any pressure put on students to attend courses, the content and organization of which are not the responsibility of the Open University. Students should note, however, that the University has no role in the decision of other institutions to provide such courses nor does it attempt to discourage students from attending them if they wish to do so.

In connection with such courses, and in the context of private tuition generally, students may wish to note that when accepting an appointment with the University, part-time staff will be asked to let the University know whether they will profit financially in any way through their relationship with their students, other than from their normal remuneration from the University.

APPEALS

Often the University has to take important decisions which may affect the studies of a particular student. These may be in connection with course results, credit exemption claims, requests for changes of course or for other special consideration. The committees to whom Senate has delegated its powers on such matters obviously do all they can to reach fair and humane decisions and the students are informed of such decisions as soon as possible.

Students have a means of appealing against the academic decisions of the University in individual cases, and appeal procedures have been instituted. If a student queries a decision made about him, it will be referred back to the committee taking the decision for further consideration. If he is still not satisfied with the decision he may appeal formally to the Registrar against the manner in which the decision has been taken.

The Registrar will refer the appeal to the Pro-Vice-Chancellor (Student Affairs) or to a panel established by the Senate who act as independent investigators. Although they have no power to change the decisions of the Senate, they will satisfy themselves that a particular decision was reached fairly and correctly with all the appropriate information having been taken into account. The Pro-Vice-Chancellor or the panel established by the Senate also has the power to request a committee to reconsider their earlier decision in the light of new evidence. (See also p. 28 for details of the Pro-Vice-Chancellor's role in course credit result appeals.)

INSTITUTIONAL RESEARCH AND QUESTIONNAIRES

From time to time you may be asked to co-operate in research projects which are carried out to update and improve the University's teaching methods by supplying the University with additional information. In order that students are not overloaded with requests for information the University has adopted the guideline that each student should not be asked to participate in more than two research projects in one year. Although the University exercises considerable control on the numbers of requests made to students, it is not possible to be completely sure that no student is asked to participate in more than two projects in a year. If you are asked to assist with more than two projects and you do not wish to do so, the University would be grateful if you would simply notify those carrying out the research that their particular request means that the University's guideline has been exceeded and return any forms or questionnaires which have been sent to you.

STUDENT AFFAIRS

Although students and part-time staff of the Open University are scattered throughout the country, and normally have only a limited time to devote to Open University activities, the University is most anxious that students and part-time staff should have an opportunity to participate in the discussion of major policy issues, and where appropriate to contribute to decision-taking.

The Open University Students' Association

As a result of a recent review of student representation, there is now a Students' Association comprising all currently registered students of the University, which does not levy a subscription. This

Association, which is organized on a local as well as national basis, appoints student representatives both to the consultative committees (see below) and to other University bodies. The University provides funds to supply adequate support for improving communication with and between students and for promoting and representing their interests at local and national levels.

The governing body of the Association is an annual National Conference comprising representatives from all study centres, and there is a National Executive Committee which runs the Association between conferences.

The Association provides help with educational and welfare problems, organizes study tours, holidays, seminars, and short courses, and negotiates concessions for its members. It helps to bring the interests of students to the attention of appropriate bodies inside and outside the University.

The Consultative Committees

1 Regional Consultative Committees

In each region there is a Regional Consultative Committee which includes one student from each study centre. The Committee meets three times a year and usually the Regional Director and some of his staff attend. Each Regional Consultative Committee also includes the five part-time staff and three students elected to the General Assembly from that region (see below), and certain officers of the Students' Association resident in the region.

Regional Consultative Committees discuss regional matters with the Regional Office staff and act as a forum for the consideration of matters of wider concern.

2 Central Consultative Committee

Students and part-time staff from each region are represented on the Central Consultative Committee which also has full-time staff appointed by each faculty and by the Regional Tutorial Services Board. The Committee holds four meetings a year, one of them usually a residential meeting.

Some of the major issues which the consultative committees have considered have been: tuition and counselling policy, study centres, course provision, examinations and assessment, the social basis of Open University students and planning.

The General Assembly

The General Assembly is a statutory body, chaired by the Vice-Chancellor, comprising currently almost 200 members including five part-time staff and five students from each region, all the members of the Central Consultative Committee, various representatives of the full-time staff, including all the Deans and Regional Directors, and representatives of some external bodies co-operating closely with the University.

The method of electing student and part-time staff representatives to the General Assembly is currently under review. It is likely that some of the student representatives on the Assembly will be elected by a broadly based regional electoral committee of the Students' Association, which itself will comprise representatives from each study centre, and that other students will be elected by the Student members of each Regional Consultative Committee.

The Assembly, which meets annually, receives a report from the Central Consultative Committee, which is its executive, and discusses in general terms major aspects of University policy.

Representation on University Bodies

The National Conference of the Students' Association, held at York in April 1977, made a number of proposals concerning student representation on University bodies, and the details of these proposals are currently under discussion. It seems probable, however, that there will continue to be student representation on the Council, the Senate, the Academic Board which has responsibility for policy on both course provision and tuition and counselling, the Student Affairs and Awards Board, which is concerned with the academic policy of the University as it relates to students, and in particular to their admission, registration, progress and assessment, and the Planning Board, which determines the allocation of resources within the University. Students are also likely to be represented on a range of other Committees, including the Admissions Committee, the Associate Student Committee, the Committee on Advanced Standing, the Courses Committee, the Examinations and Assessment Committee, the External Recognition Committee, the Financial Awards Committee, the Post-experience Courses Sub-Committee, the Students' Progress Committee, the Summer Schools Sub-Committee, and the Tutorial Committee.

The possibility of student representation on a wider basis is still under consideration.

Other Channels of Communication

There are also two other channels for discussion, information and the representation of students' interests:

Sesame, the Open University newspaper

Sesame is a newspaper which is distributed free of charge to all students and members of staff eight times a year. It reports events and developments in the University, and provides a debating platform for matters of concern to students and staff. It has a lively correspondence column.

Although *Sesame* is financed by the University it is not in any sense an 'official' publication. The editor informally seeks advice and guidance on editorial policy from a variety of groups, including student representatives.

As *Sesame* relies on readers' contributions for the major part of its contents, the editor is always glad to receive news items, letters, photographs, and feature articles. The address is: Sesame, The Open University, Walton Hall, Milton Keynes MK7 6AA, direct dialling telephone number 0908 63761.

Open Forum

We also broadcast programmes called *Open Forum* approximately once every three weeks on television and once a week on radio. The television programmes each cover a single theme, and among subjects likely to be dealt with in 1978 are preparing for summer schools, examinations, the financial problems of students, and the activities of the Students' Association. The radio programmes are in a magazine format and aim to bring students up to date with current developments in the University, and provide an opportunity for an exchange of opinion and information among staff and students.

The content of the programmes is planned by a University Policy Group which is constantly seeking new ideas for the programme and welcomes suggestions and contributions at the following address: Open Forum, BBC, Alexandra Palace, London N22 4AZ. You can record telephone messages to *Open Forum* at any time by telephoning 01 636 5799.

DEGREE STRUCTURE

2

THE BA DEGREE

Award of the BA Degree

The University offers the BA and the BA (Honours) degree. The BA degree is awarded to a student who obtains six full course credits or their equivalent in full and/or half credits. The BA (Honours) degree is awarded to a student who has already been awarded a BA degree, and who obtains a total of eight course credits, provided at least two of the credits are at third or fourth level. Students who completed final registration with the University in the years up to and including 1976 (i.e. those with serial numbers A–F) are permitted to obtain a maximum of ten full credits, while students completing final registration in 1977 or later will be limited to a maximum of *eight* full credits.

Inevitably certain restrictions are placed on the courses that you can count for the award of the degree, though we try to keep such restrictions to a minimum. Programmes of study may be designed to embrace a wide range of subjects and several disciplines, and, indeed, a student can study arts-, social science- and science-based subjects within the same degree if he or she wishes. A list of all the courses available in 1978 and those planned for presentation in 1979 is included later in this section (see pp. 14–19).

The full BA degree regulations are listed in Appendix 1, and a detailed description of the award of a course credit is given in Section 3, Assignments and Examinations.

Degree Eligibility

Students who have completed the academic requirements for the BA or BA (Honours) degree will receive information on their eligibility from the Graduate Office soon after their course results have been published.

Length and Nature of Credit Courses

All of the University's undergraduate credit courses run from February to the beginning of November. Teaching takes place during 32 or 34 weeks in this period; examinations are held at the end of the teaching year. The acquisition of course credits for the award of the degree may be spread over any number of years, but each individual credit must be completed within the teaching year. Individual course components cannot be carried forward to a subsequent year.

Courses involving *weekly* correspondence units are full-credit courses. Courses involving *fortnightly* correspondence units are known as half-credit courses. All courses have a credit rating based on this formula.

Levels of Study

The University offers courses at four levels, and all students start work at the foundation level. You will see from the section below that there are some restrictions on your choice of courses. For those students with credit exemptions the foundation course requirements are specified on page 29. If a student is required to complete two foundation courses, there is no obligation to complete the second foundation course before going on to second level work, though we would encourage you to do so as early as possible in your studies. We have tried to design second level courses for the student in search of breadth, and have given as wide a choice of subject matter as possible, though many of the courses may be combined to form part of a particular scheme of studies. Often third level courses will be more specialized, or they may depend on skills you have acquired in earlier studies with the University. At this level, as at the fourth level, your work will be assessed at Honours degree standard and you may accordingly expect it to be more exacting than the work at previous levels.

Your tutor-counsellor will be able to advise you on the combination of courses which will suit your own interests or whether, for example, your choice of courses is too ambitious at some particular stage of your progress.

Classification of the BA (Honours) Degree

The BA (Honours) degree is divided into first, upper second, lower second and third class. Candidates for the Honours degree require six full credits at the post-foundation levels, of which at least two full credits must be at third or fourth level. The post-foundation level credits which were obtained for the BA degree and any credit exemptions previously awarded all count as part of the total for the BA (Honours) degree.

The classification is based on the *four* full credits at the post-foundation levels for which the *highest pass grades* have been awarded, and at least two of these credits must be at the third or fourth level. Throughout the scheme of classification a full credit is counted as two half credits.

The result status numbers (i.e. Pass 1; Pass 2; Pass 3; Pass 4) of a student's best eight half-credit post-foundation courses are added together, having weighted the best four third and/or fourth level half credits against the student's next best four half credits in the ratio of 2:1. This will produce an overall score for each student.

These scores and the individual course results are reported to the Honours Degree Classification Group consisting of the Vice-Chancellor, the Pro-Vice-Chancellor (Academic), the Pro-Vice-Chancellor (Student Affairs) and the Chairman of the Examinations and Assessment Committee who act on behalf of the Senate in setting the classification criteria. They relate the scores and any requirements by way of necessary pass grades at specific levels of study to each particular class of degree.

The Senate has agreed that, subject to criteria requiring specific grades of pass at particular levels of study, a student who is eligible for the award of BA (Honours) with a score of 32, or numerically less, will be eligible for the award of at least Upper Second Class Honours. However, it has been decided that for the present the University should not provide any additional information other than that given here, until we have further experience of the working of the classification scheme. It was felt that any arbitrary decision in advance to assign particular scores or ranges of scores to all degree classes would not be in the best interest of students.

When students have satisfied all the necessary requirements for the Honours degree, they will be sent a letter informing them of the classification which they have merited.

In the case of A–F serial number students only, they will be asked whether they wish to continue with further credits (up to the permitted maximum of ten including credit exemptions) in order to extend their range of studies and possibly improve their classification. Students will be told at the same time that any further courses taken cannot lower the class of degree, but may improve it, since only the best four course credit grades are taken into account for classification purposes.

The decision to obtain your Honours degree at that stage must be final; once the degree has been awarded it will not be possible to register for further courses to be added to the degree either in an attempt to improve the classification or for any other reason.

If, however, you decide to continue with further courses you will be able to obtain your Honours degree in any subsequent year, within the permitted maximum number of courses. Registration for any such further courses will be through the normal conditional registration procedure (see p. 39).

Choice of Courses

The University's degree structure is based on the principle of giving students the maximum freedom of choice, from among the courses available. You may combine courses from any of the faculties and, once you have complied with the requirements set out below, you can study courses in any order you wish. Restrictions on choice of courses have been kept to a minimum. These restrictions fall into two categories: those which are binding and those which are in the form of advice. Further details are given in the Regulations (see Appendix 1, pp. 50–72).

Restrictions Which Are Binding

Foundation Course Requirements

1 Your BA or BA (Honours) degree must include two and only two foundation course credits (but see Advanced Standing, Section 4).

2 You must complete your foundation course requirements within your first six credits awarded (including credit exemptions).

Honours Degree Requirements

3 To qualify for the BA (Honours) degree, at least two of your course credits must be at the third or fourth level.

4 You must complete your credit requirements at the third or fourth level for the Honours degree within the maximum permitted number of credits (including credit exemptions): *ten* for A–F serial number students and *eight* for G and subsequent serial number students. If you have not completed at least two third or fourth level full course credits (or equivalent) within these credits, there will be no way for you to complete an Honours degree. Students will not be able to count any such courses towards a second BA degree.

Number and Level of Courses

5 You may not register for any course at post-foundation level unless at least one credit has been obtained at foundation level. MST281 *Elementary Mathematics for Science and Technology* and TM281 *Modelling by Mathematics* do not count as foundation level credits for this purpose.

Students are no longer required to obtain a half credit at second or third level before being permitted to register for a course at third or fourth level respectively. The University would like to emphasize that in most normal circumstances it would *recommend* students to continue to progress from one level to the next as previously required and to discuss any plan to do otherwise very carefully with their tutor-counsellor.

6 You are allowed to register for a *maximum* of two full-credit courses (or the equivalent in full- and/or half-credit courses) in any one academic year. The *minimum* requirement in any year is one half-credit course (except on first admission to the University when the minimum requirement is registration for one full-credit foundation level course). You are not, however, permitted to take courses which would take you over a total of ten full credits for A–F serial number students, or eight full credits for G or subsequent serial number students.

The number of students registering for two full-credit courses in a year may, however, be limited, because of financial constraints on the University. (Courses for which you are resitting examinations will count towards the total number of credits for which you may register in any one year.)

7 In the case of second level science courses, you must always combine a one-third course component with a one-sixth course component to form one half-credit course. The component parts may not be taken on their own.

Course Combinations
8 Certain courses have a substantial overlap of academic content and you may not count both such courses for credit purposes; the University calls these courses excluded combinations and they are indicated in Table 1 on pages 14–18 and Table 2 on page 19 (see also under 'Remakes', below).

9 Regulations governing excluded combinations of courses will apply when students wish to transfer credits from the associate student programme to the undergraduate programme; such regulations will also cover combinations of courses taken by an individual student for a first and second BA degree.

Repetition of Courses
10 A student may not register for a course for which he has previously been awarded a credit and he may not count a particular course credit towards the requirements of more than one degree.

Definition of Failure
11 A student is deemed to have failed the course if unsuccessful, unless he has formally withdrawn by notification in writing to the Student Records Office, before the date of the examination for that course.

Second BA Degree
12 No student will be accepted for admission to a second BA degree of the University until he has completed the requirements of the BA degree for which he was first registered. Any student wishing to enter on a course of study for a second BA degree after successfully completing a first Open University degree must apply for admission in the normal way, in competition with other applicants, and start his work with a foundation course. Details of the restrictions which apply to students seeking admission to a second BA degree are given in Regulation BA 19 on page 68.

Restrictions Which Are Advisory

Recommended Prerequisites
Before registering for certain post-foundation level courses, you are *advised* that you should already have obtained a credit for another particular course (or courses). We call these recommended prerequisite courses and they are shown in Table 1 on pages 14–18 and Table 2 on page 19.

We do not make the advice binding on you because you may have acquired the necessary background knowledge through previous study. It is, however, very important to assess correctly your preparedness for a course in order to avoid subsequent academic difficulties, and your tutor-counsellor will be able to advise you on whether your choice of courses is likely to be too ambitious at some particular stage of your progress. You *may* therefore register for courses listed as having prerequisites without obtaining a credit in the previous course, though we would always strongly recommend you to consult your tutor-counsellor or in some cases a staff tutor before deciding to take a course for which you have not studied a prerequisite.

Withdrawal of Courses

The University reserves the right to withdraw, postpone or amend a previously publicized course, if the anticipated number of students makes the course uneconomic, or for other reasons which it considers appropriate. As much notice as possible will be given to students, if such changes have to be made.

Remakes

After a course has been available for four or more years the University may decide to revise the contents. Because the new course will usually remain very similar to the existing one the two courses will normally be made an excluded combination and students will not be permitted to count them both for credit purposes towards their degree. Full information about remade courses will be contained in the *Courses Handbook 1978*. Any student eligible to resit a course examination (see p. 26), which he has taken in the last year of that course's presentation, will have the opportunity to resit the examination even though the course itself is no longer available.

Advanced Standing

If you have successfully undertaken courses of study at the higher educational level with other institutions, you may be eligible for advanced standing towards part of the credit requirements of the Open University degree. Information about the University's advanced standing policy is given in Section 4.

Degree Ceremonies

In the spring and early summer of each year, the University holds degree ceremonies at various locations, at which graduates are presented to the Chancellor, Vice-Chancellor, or Pro-Vice-Chancellor. Details of the dates and venues of the following year's ceremonies are sent to prospective graduates in November. Attendance will normally be in connection with the completion of a student's degree programme but graduates may attend only one such ceremony, either in association with the award of the BA or BA (Honours) degree. Attendance is optional, as is the wearing of academic dress which may be hired from the University for the occasion or purchased direct from the makers (see p. 74).

1978 Courses

Table 1 lists all the courses available in 1978 and in Table 2 you will find a list of the additional courses planned for presentation in 1979. Detailed syllabuses of these courses will be published in the *Courses Handbook 1978*, which will be sent to all registered students and to which reference should be made before courses are chosen for 1979.

Please see Section 5 for detailed information on summer school attendance.

Course Codes
The following information about courses can be derived from the course codes:

(a) *Faculty*
The letter(s) which prefix the course code reflect the faculty or faculties responsible for the production of a particular course and indicate a commitment of resources within the University. They are not intended as a guide to students as to the suitability of including a course in a particular degree programme, nor should they be taken as a definitive indication of the course content. Many courses, although produced by one faculty, are of an interdisciplinary nature and can be of interest to a wide variety of students. You are strongly advised to read all the detailed course descriptions rather than making assumptions about their content on the basis of the course code and title alone. Courses prefixed with a 'P' are those which were initially developed as post-experience courses (see Associate Student Courses, p. 20).

(b) *Course Levels*
The first figure in the course code generally indicates the course level. The University offers courses at four levels and all students start work at the *foundation level.* Course codes for foundation courses begin with a figure 1, e.g. D101, T100. Second level courses begin with a figure 2, e.g. E262, third level with a 3, e.g. D342, and fourth level with 4, e.g. A401.

We have tried to design *second level* courses for the student in search of breadth, and have given as wide a choice of subject matter as possible. Often *third level* courses will be more specialized, or they may depend on skills you have acquired in earlier studies with the University. At this level, as at the *fourth level*, your work will be assessed at Honours degree standard and you may accordingly expect it to be more exacting than the work at previous levels.

(c) *Credit Rating*
The Senate has assigned to each course a rating of either one full credit or one half credit. The credit rating of a course is generally shown by the middle figure of the code. Full-credit courses have an '0' in the middle; any other figure generally indicates a half-credit course; e.g. S304 and D101 are full-credit courses; M351 and T231 are half credits. Some of the second-level science courses are made up of smaller components (one-third and one-sixth) but these must *always* be combined to make up one half credit.

Table 1 1978 Courses

Faculty	Course code	Course title	Recommended prerequisite	Summer school	Course presentation	Excluded combinations
Arts	A101	An arts foundation course		Course based	1978–	A100
	A201	Renaissance and Reformation			1972–79	
	A202†	The age of revolutions			1972–80	
	A241*	Elements of music			1977–	
	A291	The early Roman Empire and the rise of Christianity			1974–	
	A301†	War and society	A100, A201 or A202	Course based	1973–79	
	A302	The nineteenth-century novel and its legacy		Course based	1973–78	
	A303	Problems of philosophy		Course based	1973–	

*These courses involve the payment of a home experiment kit deposit.

†These courses can be taken within the associate student programme.

Faculty	Course code	Course title	Recommended prerequisite	Summer school	Course presentation	Excluded combinations
Arts	A304	The development of instruments and their music		Course based	1974–	
	A305	History of architecture and design 1890–1939		Course based	1975–	
	A306†	Twentieth century poetry			1976–	
	A307	Drama		Course based	1977–80	
	A321	The revolutions of 1848	A100, A202		1976–	
	A322†	English urban history 1500–1780	A100, A201 or A202		1977–	
	A351†	Modern art from 1848 to the present: styles and social implications			1976–	
	A401	Great Britain 1750–1950: sources and historiography	A301		1974–	
	A402	Thought and reality: central themes in Wittgenstein's philosophy	A303	Course based	1976–	
Arts/Social Sciences	AD208	Man's religious quest			1978–	
Arts/Mathematics	AM289†	History of mathematics			1976–	
Arts/Mathematics/Science/Technology	AMST283†	Science and belief: from Copernicus to Darwin			1974–	
Arts/Science/Technology	AST281†	Science and the rise of technology since 1800			1973–	
Social Sciences	D101	Making sense of society		Course based	1975–	D100
	D203†	Decision making in Britain			1972–	
	D204	Fundamentals of human geography		Course based	1977–	D281
	D222	Microeconomics			1973–	
	D231	Comparative government and politics			1974–78	D232 (1979)
	[1]PD251†	The handicapped person in the community			1977–	
	D282	National income and economic policy			1972–	
	D283	The sociological perspective			1972–79	
	[2]D291*	Statistical sources			1975–	
	D301	Historical data and the social sciences			1974–	
	D302†	Patterns of inequality			1976–	
	D303*	Cognitive psychology	DS261	Course based	1978–	
	D305†	Social psychology	D100 or D101, DS261 or D283		1976–	
	D331	Public administration			1974–79	
	D332†	International politics and foreign policy			1975–	
	D333	Soviet government and politics	D231		1976–79	
	D342	Regional analysis and development			1974–78	

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†These courses can be taken within the associate student programme.

*These courses involve the payment of a home experiment kit deposit.

Faculty	Course code	Course title	Recommended prerequisite	Summer school	Course presentation	Excluded combinations
Social Sciences/ Educational Studies	[1]DE206	Social work, community work and society	D101		1978–	
	[1]DE351†	People and work	D283 or E282		1976–	
	[1]DE353	Mass communication and society			1977–	
Social Sciences/ Science	DS261*	An introduction to psychology		Course based	1974–79	
Social Sciences/ Technology	DT201	Urban development			1973–78	
	DT352	People and organizations	D283 or E282		1974–	
Educational Studies[3]	E201	Personality and learning			1976–	E281
	E202	Schooling and society			1977–	E282
	E203†	Curriculum design and development			1976–	E283
	E221	Decision making in British education systems			1974–78	E222 (1979)
	[1]PE231†	Reading development			1977–	PE261
	E262†	Language and learning			1973–78	
	E321†	Management in education			1976–	
	E341†	Methods of educational enquiry: an empirical approach			1973–	DE304 (1979)
	E352	Education, economy and politics			1973–78	
	E361	Education and the urban environment			1978–	E351
Educational Studies/ Social Sciences	ED322	Economics and education policy			1977–	
Educational Studies/ Technology	[1]PET271†	Technology for teachers			1976–	T100
Mathematics	M101	Mathematics: a foundation course		Course based	1978–	M100, MST281, TM281, MS283 (1979)
	M201	Linear mathematics	M100	Course based	1972–	
	M202	Topics in pure mathematics	M100	Course based	1973–78	M203 (1979)
	M231	Analysis	M100		1974–79	M203 (1979)
	M251	An algorithmic approach to computing			1973–	PM951, M252 (1979)
	M321	Partial differential equations of applied mathematics	M201 and MST282		1974–	
	M331†	Integration and normed spaces	M201 and M231		1975–	
	M332	Complex analysis	M231		1975–	
	M334	Differential geometry	M201, M231 and MST282		1976–	
	M341	Fundamentals of statistical inference	MDT241 and M231		1977–	
	M351*	Numerical computation	M100 or MST281		1976–	
	[1]PM951†	Computing and computers			1978–	M251, M252 (1979)

†These courses can be taken within the associate student programme.
*These courses involve the payment of a home experiment kit deposit.

Faculty	Course code	Course title	Recommended prerequisite	Summer school	Course presentation	Excluded combinations
Mathematics/ Social Sciences/ Technology	[1]MDT241†	Statistics: an interdisciplinary approach			1974–	
Mathematics/ Science/ Technology	MST281	Elementary mathematics for science and technology		Course based	1972–78	M100/M101, TM281, MS283 (1979)
	MST282	Mechanics and applied calculus	M100 or MST281		1972–	
Science	S100*	Science: a foundation course		Course based	1971–78	S101 (1979)
	[4]S22–*	Comparative physiology	S100	Discipline based	1972–	
	[4]S23–*	Geology	S100	Course based	1972–	
	[4]S24–*	An introduction to the chemistry of carbon compounds	S100	Discipline based	1972–	
	[4]S25–*	Structure, bonding and the periodic law	S100	Discipline based	1972–	
	[4]S2–1*	Biochemistry	S100		1972–	
	[4]S2–2*	Geochemistry	S100		1972–	
	[4]S2–3	Environment	S100		1972–	
	[4]S2–4	Geophysics	S100		1973–	
	[4]S2–5*	Genes and development	S100		1973–	
	S266†	The Earth's physical resources	S100		1976–	S26–
	S299*	Genetics	S100	Discipline based	1976–	
	S304*	The nature of chemistry	S100, S24– S25–	Course based	1978–	S351, S352
	S321	Physiology of cells and organisms	S100, S22– S2–1, S2–5 SDT286	Discipline based	1974–	
	S322	Biochemistry and molecular biology	S100, S24– S2–1	Discipline based	1977–	
	S323*	Ecology	S100, S22– S2–3	Course based	1974–	
	S333*	Earth science topics and methods	S100, S23– S26– or S266, S2–2	Course based	1976–79	
	S334	Oceanography	S100		1978–	
Science/ Social Sciences/ Technology	SDT286*†	Biological bases of behaviour	D100/D101 or S100	Discipline based	1972–	
Science/ Mathematics	SM351	Quantum theory and atomic structure	S100 and MST282 or M201	Course based	1974–	
Science/ Technology	ST285*	Solids, liquids and gases	S100 or T100 and M100 or MST281	Course based	1973–78	
	ST291*	Images and information	S100 or T100		1977–	
	ST294*	Principles of chemical processes	S100 or T100	Course based	1975–	
Technology	T100*	The man-made world: a foundation course		Course based	1972–	
	T231*	Introduction to engineering mechanics	M100 or S100 or T100‡		1975–78	

†These courses can be taken within the associate student programme.

*These courses involve the payment of a home experiment kit deposit.

‡For students without recent experience in elementary mathematics and physics, or engineering science subjects, TM281 is a recommended prerequisite.

Faculty	Course code	Course title	Recommended prerequisite	Summer school	Course presentation	Excluded combinations
Technology	T241*†	Systems behaviour		Discipline based	1973–	
	T242†	Systems management		Discipline based	1974–	
	T262†	Man-made futures: design and technology			1975–	
	PT272*†	Environmental control and public health	S100 or T100		1976–	
	T273	Food production systems	S100 or T100 or D100/D101		1978–	
	T291*	Instrumentation	S100 or T100	Joint	1974–	
	T321†	Telecommunication systems	TS282 or T291		1976–	
	T341	Systems modelling	MDT241	Discipline based	1975–	
	T351*	Materials under stress	TS251, T231		1976–	
	T361	Control of technology	T100 or a second level technology course		1978–	
	T391*	Control engineering	T231 and T291 or TS282		1978–	
Technology/ Arts/Social Sciences	TAD292*	Art and environment		Course based	1976–	
Technology/ Social Sciences	TD342*	Systems performance: human factors and systems failures	D100/D101 or T100	Discipline based	1976–	
Technology/ Mathematics	TM221*	The digital computer			1975–	
	TM281	Modelling by mathematics		Course based	1977–	M100/M101, MST281, MS283 (1979)
Technology/ Science	TS251*	An introduction to materials	S100 or T100	Course based	1973–	
	TS282*†	Electromagnetics and electronics	S100 or T100	Joint	1972–	

†These courses can be taken within the associate student programme.
*These courses involve the payment of a home experiment kit deposit.

Notes to Table 1

1 *PD251, DE206, DE351, DE353, PE231, PET271, PM951 and MDT241: Credit Exemptions*
These courses may be chosen as part of an approved programme of study in educational studies by students who are eligible for the award of a discretionary credit exemption on the basis of approved teaching qualifications.

2 *D291: Course Presentation*
The presentation of D291 after 1978 is currently under discussion.

3 *Educational Studies*
The courses in educational studies are open not only to professional workers but to anybody who is interested in education. They provide an opportunity for teachers, social workers, parents and others to study together. It should be noted that the courses in educational studies are not intended to qualify students as teachers. Students who intend to take educational studies courses must, like all other students, take a foundation level course in their first year of study, although there is no foundation level course in educational studies.

4 *Science Course Components*
(a) You may combine certain of the one-third credit components with certain of the one-sixth credit components to make up a *half-credit course*, as shown in the table below.
(b) You may *not* register for a one-third or one-sixth credit component on its own, *or for any combination not shown in the table below.*
(c) You may *not* include any one-third or one-sixth component more than once to count towards your degree.
(d) The courses printed in heavy type below represent those which the faculty of science consider to be the most appropriate combination of course components in 1978.
(e) S23– and S266: Students wishing to include both the course component S23– and the half credit course S266 as part of their degree are recommended to complete S23– before, or in the same year as S266.

One-sixth credit components	One-third credit components			
	S22–	S23–	S24–	S25–
S2–1	S221*		**S241**	
S2–2		**S232**		**S252**
S2–3	**S223**	**S233**		S253
S2–4		**S234**		S254
S2–5	**S225**	S235	S245	S255

*S221 = S22– *Comparative Physiology* with S2–1 *Biochemistry*. S2–1 is planned on the assumption that students will be familiar with the necessary organic chemistry. The chemistry component S24– would serve this purpose and students who do not already possess the required knowledge of chemistry are strongly advised to opt for the combination S241 rather than the combination S221.

1979 COURSES

Table 2 lists the new courses which we hope to make available in the undergraduate programme in 1979. It is not a definitive list. Further courses may be added and the University also reserves the right to withdraw, alter or defer courses on this list, though in doing so as much warning as possible will be given to students. Not all the detailed information as to course title, level and credit rating is yet available. You should therefore consider this list only as a guide for your own course planning purposes.

Most 1978 courses or remade versions of these courses will be presented in 1979 but the following courses to be presented in 1978 will not be available in 1979:

A302	*The nineteenth century novel and its legacy*
D342	*Regional analysis and development*
DT201	*Urban development*
E262	*Language and learning*
E352	*Education, economy and politics*
ST285	*Solids, liquids and gases*

It is planned to remake D342 and DT201 and present the remade courses in 1980. (See p. 13 concerning remakes.) It is hoped to present A302 in a revised form within the next few years.

The new courses available in 1979 will be more fully described in the *Courses Handbook 1978*, which will be sent to you at the same time as you are asked to complete a conditional registration form for courses in 1979. This publication will also contain information on 1979 summer school requirements.

Table 2 New and Remade Courses Planned for 1979

Faculty	Course code	Course title	Recommended prerequisite	Excluded combination
Arts	A292	Greece 478–336 BC		
	A308	The rise of modernism in music 1890–1935	A241	
	A352	Art in Italy 1480–1580		
Social Sciences	D232[1]	Comparative politics		D231
	D284	National income and economic policy		D282
	D323	Public sector economics	D222 and D282	
Social Sciences/ Educational Studies	DE304*	Research methods in education and the social sciences		E341
Educational Studies	E222[1]	Running education in Britain		E221
	E362	Cognitive development: language and thinking from birth to adolescence	D101, DS261 or E201	
Mathematics	M211[1]	Introduction to algebra and geometry		M202, M231
	M352	Computer-based information systems	M251 or TM221	
	MS283	An introduction to calculus		M100/M101 MST281, TM281
Science	S101[1]*	Science: a foundation course		S100
	S354	Understanding space and time	M100 or MST281	
Technology	T232[1]*	An introduction to solid mechanics	TM281	T231
	T352	Materials processing	TS251 and ST294	
	T401	Technology project	See *Courses Handbook Supplement 1977*	

*These courses involve the payment of a home experiment kit deposit.

Notes to Table 2

1 *D232, E222, M211, S101, T232*
These courses are remakes of existing courses
D232 replaces D231
D284 replaces D282
E222 replaces E221
S101 replaces S100
T232 replaces T231

M221 is one half of a full credit course M203 *Introduction to pure mathematics* which is to be presented in 1980 to replace both M202 (to be presented for the last time in 1978) and M231 (to be presented for the last time in 1979). The other half of the full credit course will be M212 *Introduction to analysis and topology* and will be available in 1980 to students who successfully complete M211. The full credit course M203 will also be presented in 1980 and will be an excluded combination with M211, M212, M202 and M231.

ASSOCIATE STUDENT COURSES

The University's associate student programme comprises several different types of course, as follows:

1 *The Diploma in Reading Development*—consisting of four separate but closely inter-related courses which cumulatively lead to the award of a diploma. Two of these courses, PE231 *Reading Development* and E262 *Language and Learning*, are available as separate courses in the undergraduate programme, but the remaining two, P333 *The Reading Curriculum and the Advisory Role—Action Research Projects* and P334 *Reading and Individual Development—Action Research Projects*, are only available in the associate student programme, and the last not until 1979 in any case.

Note E262 is being presented for the last time in 1978. Its replacement as the second module of the *Diploma in Reading Development* will be P232 *Language Development*. This course, to be presented for the first time in 1979, will be available only in the associate student programme in that year.

2 Courses specially prepared under the auspices of the University's Post-experience Courses Unit to cover identifiable professional areas. Like the *Diploma in Reading Development*, they have been designed primarily for adults who have had practical experience in a given field and wish to develop or broaden their skills and understanding to a higher level. Their course codes all have the prefix P, and are, with two exceptions, all available in the 1978 undergraduate programme also, as shown above on pages 14–18. The two exceptions are P881 *Industrial Relations* and PA981 *Reformation Studies*.

3 Courses drawn from the undergraduate programme. The intention is that ultimately all courses developed for the undergraduate programme—other than the foundation courses—should be available in the associate student programme. Some have been included because they also have some career enhancement or retraining potential, others because they enable students to develop existing interests or to explore new ones. The undergraduate courses which are available in the associate student programme in 1978 are indicated in Table 1 on pages 14–18. A further 12 to 14 undergraduate courses will be available to associate students in 1979.

4 Short courses lasting 8–12 weeks. As part of its increasing range of course activity, the University has been developing a programme of short courses. They represent a departure from degree level courses offered in the rest of the programme, and the first two, which were presented for the first time in 1977, P911 *The First Years of Life* and P912 *The Pre-School Child*, are directed at parents and parents-to-be. Further short courses are being presented in 1978 covering a variety of interests; these are PA982 *Doing History*, PD983 *Government and Industry*, PST932 *Energy in the Home* and P931 *Consumer Decisions*.

Further details about associate student courses, including the *Diploma* and the short courses, together with copies of the current *Associate Student Prospectus* can be obtained from the Associate Student Central Office, The Open University, PO Box 76, Milton Keynes, MK7 6AN.

HIGHER DEGREES

The University's higher degree programme offers opportunities for advanced study and research to those who wish to analyse in depth a specific area of knowledge, or who wish to undertake independent academic research leading to an original contribution to the published work in a particular field of scholarship. The majority of our postgraduate students are external students, reading for a higher degree on a part-time basis using study facilities in their home areas and supervised by external supervisors appointed from local institutions of higher education. There are also a small number of full-time students at Walton Hall, working on research projects supervised by members of the University's full-time academic staff.

Three higher degrees are offered—the Bachelor of Philosophy (BPhil), the Master of Philosophy (MPhil) and the Doctor of Philosophy (PhD) awarded on examination of a dissertation or thesis after the satisfactory completion of one, two or three years' full-time study respectively. These periods of study may be spread over longer periods of part-time work.

The normal entrance requirement for admission to postgraduate study is a first class or an upper second class Honours degree or higher degree of a British university, which should be in a subject area relevant to the proposed topic of research. Applications are, however, considered from those who, although lacking the formal entrance requirement, can show that they are appropriately prepared by their qualifications, professional experience or previous research for postgraduate work in their proposed field of study.

Open University graduates with a first class Honours or an upper second class Honours degree are eligible to apply for admission to postgraduate study. Open University graduates with a lower second class Honours or third class Honours degree or with a BA degree (without Honours) would normally be eligible to apply only if they had additional qualifications or had previously undertaken research in their chosen area of study, either professionally or by private study.

At present it is possible to admit only a very limited number of students each year to the part-time external higher degree programme, approximately twelve in each faculty. Full details about postgraduate study and copies of the current *Postgraduate Prospectus* may be obtained from the Higher Degrees Office, The Open University, PO Box 49, Milton Keynes, MK7 6AD.

ASSIGNMENTS AND EXAMINATIONS 3

Your success in a course will depend on continuous assessment of your written work submitted during the academic year and an examination at the end of it. In assessing your progress by means of continuous assessment, we shall obtain more accurate knowledge of your ability and place you under less strain than would be the case if we relied solely on an examination to award you a credit. Approximately equal weighting is given to the written work you submit during the course and to the final examination.

The following four sections contain information on continuous assessment, the rules governing the return of assignments, the final examination and the award of a credit. The rules relating to assignments and examinations are given on pages 60–65.

CONTINUOUS ASSESSMENT

Tutor- and Computer-marked Assignments

Continuous assessment is based on the tutor-marked and computer-marked assignments that you will be asked to complete during your course. Both kinds of assignment have their advantages, and will give us an overall picture of your progress.

Tutor-marked assignments (TMAs) will rely mainly on short answer and essay-type questions where you are asked to construct your own answers. Course tutors will mark and make comments on these exercises.

The computer-marked assignments (CMAs) will be made up of objective questions where you are asked to select answers from given alternatives. Marking will be a rapid computerized procedure.

Marking of Assignments

The University has adopted the following six-point letter scale for the marking of examinations and assignments:

A = Excellent
B = Good Pass
C = Clear Pass
D = Bare Pass
F = Bare Fail
R = Bad Fail

Tutor-marked assignments will be returned to you with your tutor's comments and graded according to the letter scale above. The grade in mathematics, science and most technology courses will be obtained from numerical marks for individual questions. The equivalents to the letter scale in terms of standards of pass and fail are as follows:

9·00–10·00 = Excellent
7·00– 8·99 = Good Pass
5·50– 6·99 = Clear Pass
4·50–5·49 = Bare Pass
3·00–4·49 = Bare Fail
0·00–2·99 = Bad Fail

In the case of a computer-marked assignment, the computer will add up the marks for the individual questions, weighting each one in accordance with course team instructions, and will produce an overall grade for that assignment using the letter scale above. You will be notified of this overall letter grade, but not the marks for each individual question.

GENERAL INFORMATION ON THE SUBMISSION OF ASSIGNMENTS

Number of Assignments to be Submitted

The number of tutor-marked assignments (TMAs) and computer-marked assignments (CMAs) which you should complete varies from course to course as shown in columns 2 and 4 of Table 3.

Number of Assignments used for Assessment

The number of assignments used for assessment varies from course to course as shown in columns 3 and 5 of Table 3. The assignments selected for assessment will be those for which you have been awarded the highest grades. Not all assignments are used for assessment because we do not wish to penalize students who find some parts of the course more exacting than others, or who, for some good reason, get seriously behind with part of their studies. On the other hand, if you return only the number of assignments given in columns 3 and 5 of Table 3, the grades for all these assignments, good or bad, will be used for assessment and this will obviously place you at a disadvantage. You will be 'credited' with a zero score for any assignment not submitted but this zero score will not count for assessment unless you fail to submit the number of assignments given in columns 3 and 5.

Assignments Designated as Necessary for Assessment Purposes

Students should note that some courses may include an assignment designated necessary for assessment purposes. These will be clearly shown in the *Broadcast and Assignment Calendar 1978*. If an assignment has been designated necessary for assessment purposes, the grade or score for that assignment will be included automatically when the computer selects a student's best assignments for calculating the overall continuous assessment grade. If a student does not submit the assignment then a zero score will be included in the calculation of the overall continuous assessment grade.

Table 3

Course code	No of TMAs	No of TMAs used for assessment	No of CMAs	No of CMAs used for assessment
A101	10	7	–	–
A201	10	7	–	–
A202	10	7	–	–
A241	8	6	–	–
A291	5	4	–	–
A301	9	7	6	–
A302	10	8	–	–
A303	9	7	–	–
A304	9	7	–	–
A305	11	7	–	–
A306	11	8	–	–
A307	9	6	–	–
A321	4	3	–	–
A322	5	3	–	–
A351	5	4	–	–
A401	4	4	–	–
A402	10	8	–	–
AD208	8	6	–	–
AM289	4	3	6	4
AMST283	4	3	–	–
AST281	4	3	4	3
D101	8	6	10	8
D203	10	8	*	*
D204	8	6	8	6
D222	4	3	4	3
D231	4	3	4	–
PD251	4	3	–	–
D282	4	3	4	3
D283	4	3	4	3
D291	7	5	6	4
D301	8	6	8	6
D302	9	6	–	–
D303	9	7	–	–
D305	8	6	–	–
D331	6	3	–	–
D332	5	4	3	2
D333	5	4	–	–
D342	4	3	4	3
DE206	8	6	–	–
DE351	4	3	–	–
DE353	4	3	–	–
DS261	4	3	4	3
DT201	8	6	–	–
DT352	5	4	–	–
E201	8	6	–	–
E202	8	6	–	–
E203	4	3	–	–
E221	4	3	–	–
PE231	4	3	–	–
E262	4	3	–	–
E321	5	4	–	–
E341	4	3	4	3
E352	4	3	–	–
E361	5	3	–	–
PET271	4	3	5	4
ED322	5	4	3	2
M101	12	9	16	11
M201	9	6	8	6
M202	8	6	9	7
M231	4	3	6	4
M251	4	3	5	4
M321	4	3	–	–
M331	5	4	4	3
M332	5	4	–	–
M334	4	3	–	–
M341	4	3	–	–
M351	4	3	–	–
MDT241	4	3	4	3
MST281	12	9	5	4
MST282	4	3	5	4
S100	8	6	16	12
S221,3,5	4	3	8	6
S232-5	4	3	8	6
S241,5	4	3	8	6
S252-5	4	3	8	6
S266	4	3	8	6
S299	4	3	8	6
S304	8	6	8	5
S321	4	3	8	6
S322	4	3	8	6
S323	4	3	8	6
S333	6	4	7	5
S334	4	3	8	6
SDT286	4	3	4	3
SM351	4	3	6	4
ST285	4	3	8	6
ST291	5	4	5	4
ST294	4	3	8	6
T100	8	6	8	6
T231	4	3	7	5
T241	4	3	4	3
T242	4	3	6	4
T262	5	4	–	–
PT272	4	3	5	4
T273	4	3	6	4
T291	4	3	7	5
T321	4	3	8	6
T341	4	3	6	4
T351	4	3	8	6
T361	5	4	–	–
T391	4	3	4	3
TAD292	5	4	–	–
TD342	4	3	4	3
TM221	4	3	4	3
TM281	12	9	7	5
TS251	4	3	8	6
TS282	4	3	8	6

*The use of D203 CMAs will be decided later in the year. Students will be informed early in 1978.

Dates for the Submission of Assignments

The dates for the submission of assignments are given in the *Broadcast and Assignment Calendar 1978*, which shows for each assignment, a 'cut-off' date, that is, a final date for submission. For a tutor-marked assignment this is the last date by which the assignment should be *received* by your tutor, and for a computer-marked assignment, the last date for its *receipt* by the *University*. When submitting your assignment close to the 'cut-off' date, you are advised to use first class postage and to allow for a minimum of three to four days' delay in the post.

Where a 'due date' for submission or a 'normal submission' period for each assignment is also shown in the assignment calendar, this indicates the date or period when you are expected to submit your assignment. If you submit your assignment to your tutor much earlier than the date or period specified in the calendar, you may find that it is not returned to you as quickly as when it is submitted close to the date or during the period shown.

With the exception of the final CMA on a course, CMAs should not be submitted more than two weeks earlier than the due date. If CMAs are submitted earlier than this, it is possible that you may experience delay in receiving your grade, since the marking instructions are only placed on computer file shortly before the due date.

Procedures for Completion and Submission of Assignments

A supply of assignments forms (PT3) to accompany your written assignments and special forms for computer-marked assignments, together with envelopes for these assignments, will be provided by the University. They will be sent to you well before the first assignment is due.

Assignments sometimes go astray in the post. *We regret that we cannot accept any responsibility for TMAs which are not received by your tutor or for CMAs which are not received by the Examinations Office*. You are advised therefore to use first class postage and you should always keep a copy of each of the assignments you submit. If you do have difficulties with the post, you may wish to obtain a certificate of posting when you send your assignments.

(a) *Tutor-marked Assignments*
When you have completed a written assignment, you should send it with one of the five-part assignment forms (PT3), directly to your tutor. Before inserting the form in the envelope provided, check it very carefully and fully, and above all, ensure that you have entered your *student serial number*, *assignment number* and *tutor-counsellor's number* and that these are *correct*. Errors in these numbers will lead to a considerable delay in recording the assignment grade.

(b) *Computer-marked Assignments*
Use an HB *pencil* for completing all parts of the CMA form and ensure that you draw a *firm horizontal line* through the character in a cell, without going outside the boundary of the cell. If you wish to alter an entry on the CMA form, pencil in the whole cell. If you damage the surface of the form, you should start afresh with a new form. Follow carefully the instructions given by the course team for completing the CMA. Do not skip questions; if you are unable to answer a question, leave its answer cells blank and pencil through the appropriate comment 1 'd' cell.

Before sending in your CMA form check carefully:

(a) that you have not made an error in transferring your answers from the facsimile block on the question paper to the actual form;

(b) that you have correctly completed Part I of the form by *writing* your name, assignment number etc. in the left-hand box and have correctly recorded your serial number and assignment number by *pencilling* through the cells in the other two boxes in this part of the form. Errors in pencilling through the cells in these boxes will result in your form being rejected by the document reader and the form will then either be corrected manually in the University or returned to you for correction. Errors of this type will lead to a considerable delay in recording your assignment grade and notifying you of that grade.

Carefully fold the form inwards along the dotted line before inserting it in the envelope provided. Write your name and serial number on the flap of the envelope before you post it so that if you should have forgotten to enclose your CMA form (students do!), we shall be able to identify the sender.

If you enclose two or more CMAs in one envelope, indicate on the flap of the envelope which assignments are enclosed.

Late Submission of Assignments

It is to your advantage and to ours that you should submit assignments by the dates given for your course in the *Broadcast and Assignment Calendar 1978*. Comments on what you have written will be of greater value to you when it is fresh in your memory. There are, however, good reasons why a student could, from time to time, be forced to submit his assignments a little late.

(a) *Tutor-marked Assignments*
If you do not intend to submit a particular assignment by the due date or during the period shown in the course calendar, you should inform your tutor. If your tutor does not hear from you he may contact you to find out whether you intend to submit the assignment.

Please note that if you submit your tutor-marked assignment so that it is received within 21 days of the cut-off date specified for it in the *Broadcast and Assignment Calendar 1978* the tutor will only mark it on the authorization of your tutor-counsellor. If however, a tutor-marked assignment is received more than 21 days after the cut-off date it will not be accepted by your tutor for marking unless authorization has been obtained by your tutor-counsellor from the senior counsellor.

Remember that there is no late submission for tutor-marked assignments which have a cut-off date of 2 October 1978 (except for courses specified in the *Broadcast and Assignment Calendar 1978* as having a later final cut-off date, in which cases, no late submission will be permitted after the final cut-off date for the course). No tutor-marked assignment will be marked in any circumstances if received by your tutor after this date.

(b) *Computer-marked Assignments*
Each computer-marked assignment has a specific cut-off date listed in the *Broadcast and Assignment Calendar 1978*. If an assignment is *received* after this date, it will not be marked under any circumstances. This is because model answers or other information about the assignment may be given to students after the cut-off date.

Non-submission of Assignments

As has been mentioned already, if you fail to submit a tutor-marked or computer-marked assignment, you will be credited with a zero score for that assignment.

Resubmission of Tutor- and Computer-marked Assignments

Students are not permitted to resubmit a tutor- or computer-marked assignment in order to improve the grade for that assignment.

Receipt and Non-receipt of Assignment Grades

(a) *Tutor-marked Assignments*
Your tutor-marked assignments should *normally* be returned to you, marked and graded, within *three* weeks after you have submitted them. In the event of an assignment not being returned within four weeks, you should contact your tutor. If no reply is received from your tutor within ten days you should inform your Regional Office.

(b) *Computer-marked Assignments*
The computer will print at the end of each week, a letter to each student who has had a computer-marked assignment grade recorded during that week. This letter (reference R4) will contain the grade recorded on the file. If a grade for a recently submitted assignment has not been recorded, it means either that the assignment has not been received by the University or that the assignment has been incorrectly completed and therefore required manual correction. It should be noted that assignments are stamped to indicate date of receipt. An assignment received after the cut-off date will not be marked but will be recorded as 'L' (late). A student who receives an R4 letter which indicates that an assignment has been recorded as 'L' (i.e. received after the cut-off date) and who posted that assignment 3 to 4 days before the cut-off date by first class post (see p. 23) should write to the Chief Examinations Officer giving evidence of posting.

In the event of your not receiving your CMA grade within *three* weeks after you have submitted the assignment, or if you wish to query the grade awarded, you should *write* (not telephone) to the Chief Examinations Officer, The Open University, PO Box 70, Walton Hall, Milton Keynes, MK7 6AF. Information on assignment grades will *not* be given over the telephone.

The CMA grade letter (R4) will also show, for information, the TMA grades that have been recorded on file. Allow three weeks from the date of receiving your TMA from your tutor for the grade to appear on this letter. It should be noted that the recording of a TMA grade on your file will not generate an 'R4' letter. This letter will be sent only as a result of the recording of a new CMA grade on your file. There is, however, a special 'R4' letter, which is produced in September each year, and which is sent to all students, whether or not there are CMAs in their course. This letter gives details of all grades recorded up to that date.

Appeal against the Marking and Grading of a Tutor-marked Assignment

If you wish to appeal against the grade awarded for a tutor-marked assignment or to query any comments made by a tutor on an assignment you must return the assignment for review so that it is received by the tutor concerned within 28 days of the date shown on the assignment form (PT3) as being the date of the despatch of the assignment by the tutor to Walton Hall. If this is not done, the assignment cannot afterwards be sent on appeal to a staff tutor for re-marking unless a senior counsellor agrees that special circumstances exist.

Under no circumstances should the appeal be directed to the Regional Office, Examinations Office, Course Team Chairman etc. If you are not satisfied with the action taken by your tutor regarding an appeal/enquiry, you should forward the assignment together with any other relevant information to the Regional Staff Tutor concerned, so that it is received by the Staff Tutor within 28 days of your tutor's decision.

If you wish to appeal against a grade awarded for a tutor-marked assignment submitted at the end of the course you should act *immediately* since no appeal will be considered by a Staff Tutor later than 21 days after the final date for submission of assignments for that course.

Standardization of Tutor Marking

The University has a procedure whereby assignments marked by tutors are monitored to ensure a reasonable degree of uniformity of marking standards. Throughout the year, a proportion of the assignments marked by each tutor is photocopied and distributed for checking among a team of staff tutors and/or course team members drawn from the faculty responsible for the particular course. The photocopied assignments are treated as confidential and are destroyed at the end of each year.

Discussing Assignments

Some students express concern because other students discuss assignment questions in study centres before sending in their written work. We cannot stress too strongly that we think such discussion is *highly desirable*. It is not 'cheating'. It is a natural expression of students' interest in discussing the course objectives and testing one another's grasp of them—in short, of helping one another to learn. Just as you are free to spend as much or as little time as you need on an assignment, and to consult as many or as few source materials as you like (correspondence texts, set books, and so on), so you must also be free to discuss the assignments as fully as you like before completing and sending them in for marking.

All this is everyday practice in other universities, for it is widely agreed that students derive greater benefit from written work if they take their time and consult a variety of sources (including tutors and other students). Remember that there is no obvious reason why opinions and insights which you form while discussing a problem with other students should be any less valuable than those you form in reading books or listening to lectures. We are interested in *what* you have learned—not *how*.

Such freedom with assignments could, of course, be abused, though not for long. To skim blindly and uncomprehendingly through a course unit and then send in someone else's answers to the assignments is, of course, cheating. Apart from the fact that a student who tried this would be unlikely to deceive his course tutor for long, he would inevitably get into increasing difficulties as the months went by, because successive course units tend to assume understanding of what has gone before, and he would certainly be found out in the end-of-course examination. Co-operative learning is not to be confused with cheating, which is liable to incur such penalties as the Central Disciplinary Committee of the University may determine.

Assignments as a Learning Aid

There is a lot of evidence to suggest that independent learners working on home-study courses benefit enormously if they can submit work regularly for appraisal and get some kind of feedback about how well they are doing. Thus assignments will not only demand that you get your ideas organized in the first place but will also give you the opportunity to assess your understanding and consolidate it in the light of informed criticism from your tutor.

Feedback to the Course Teams

In the Open University we are committed to a policy of continuous improvement, constantly monitoring our courses and updating them in the light of their effects on students. Thus as we analyse your assignment results and, in the case of tutor-marked assignments, collate the reports coming in from course tutors, we can identify any areas within a course that are not being taught effectively and the course team can take remedial action. This remedial action will be designed to help both present students (through the tuition and counselling service, through special television and radio broadcasts, and through printed 'stop press' items) and also students taking the course in future years (through revision of course materials).

THE FINAL EXAMINATION

Provisional Dates of Examinations

Examinations will be held during the period Monday 16 October to Wednesday 8 November. (A detailed timetable will be provided in May 1978.)

Examination Centres

The examinations will be held in conveniently situated centres throughout the United Kingdom and we will inform you of the centre to which you have been allocated when arrangements have been finalized in July 1978.

Examinations for:
(a) Sick and Disabled Students
(b) Students Temporarily Overseas

Special arrangements will be made, as necessary, for those students who are sick or disabled to take their examinations at home or in hospital. Details of these arrangements are given in Examination Rule 16 on page 64.

Since these regulations are subject to continuing review, if they do not appear to meet your particular circumstances, you should consult your tutor-counsellor and contact your Regional Office.

Arrangements will also be made for students temporarily overseas to take their examinations there, provided that their application is covered by Examination Rule 17 on page 64. Students wishing to make such an application should contact their Regional Office at the earliest opportunity. Students requesting an overseas examination under Examination Rule 17 (b) should submit a letter from their employers with their application. The Examinations Office must receive *at least eight weeks' notice* from the student's Regional Office because the necessary correspondence to arrange examinations with overseas centres is always subject to delays in the postal service and may take a considerable length of time. For students who give less than eight weeks' notice, it cannot be guaranteed that arrangements can be completed in time for the examination to take place.

Absence from the Examinations

Examination Rule 10 gives details of the procedures that must be followed by a student, who, by reason of illness or other serious cause is unable to attend an examination. Such a student may be given the opportunity to sit a special examination in the period immediately after the examination if he has complied with the procedures outlined in this Rule.

In those cases where a student has complied with these procedures, and yet is still unable to sit a special examination he should submit a further medical certificate covering the special examination to the Regional Director. He will normally be permitted to sit the examination in the following October/November provided that he has performed satisfactorily in continuous assessment and, where appropriate, at summer school. He will also be required to pay the same fees as a resit student (see Examination Rules 15 and 18 on pp. 64 and 65).

Some foundation course students who are not required to register for a second foundation course because of credit exemption awards and who have been absent from both the normal and the special examinations will be unable to proceed with their studies whilst waiting to take their foundation course examination the following October/November. In such cases a student will be offered the chance to take a viva-voce examination in the January following the original absence provided that he has submitted the necessary medical certificates and has obtained an overall continuous assessment grade of D or better for the course.

Exceptionally, a student may be awarded a credit by aegrotat by the Senate. These exceptions will normally be limited to those cases where a student is unlikely to continue his studies either because the course under consideration is the last course of his degree or for other reasons.

Information for the Examination Boards

The Examination and Assessment Board may take into account any severe hardship during the course which has seriously affected your performance on continuous assessment (including summer school, where relevant), or any matter of a serious nature which you believe has affected your performance in the examination.

You should, of course, contact your tutor-counsellor as soon as difficulties arise. The procedure for reporting students' special circumstances to Examinations and Assessment Boards is intended only for those cases where other steps cannot be taken to help resolve students' difficulties as they arise. Further information about the procedure to be followed will be sent to all students in July, with the examination centre allocation letter. It will also be included in the booklet giving details of examination arrangements to be sent to all students in late September.

Resit Examinations

Students who fail a course and who, for that course (a) have an overall continuous-assessment grade of D or better; (b) have satisfied any appropriate summer school requirements; and (c) attend and fail the examination, will be permitted to opt to resit the examination the following year.

You will be asked to indicate in May, as part of the conditional registration process, whether you wish to take advantage of the facility to resit the examination should you fail the course. It should be noted that the opportunity to resit the examination is limited to the year immediately after the original failure and that the same examination papers will be taken at the same time as other students in October/November.

Students who are eligible to resit an examination will receive in March a bill for the resit fee. It is by payment of this bill by 24 April that students signify their intention to take up this option. They do not have to inform the University formally that they do *not* intend to sit the examination.

Such students are not officially entitled to make use of counselling or tutorial services for the course for which they are taking the examination since they are not registered as students for that particular course. They will, however, receive notification of any revision of the course materials.

Students who have exercised the option to resit and who wish to receive a specimen examination paper should write in July to the Chief Examinations Officer, The Open University, PO Box 70, Milton Keynes, MK7 6AF, enclosing a large stamped addressed envelope. The papers will be sent to students in the following months as they become available.

Courses for which students are resitting the examinations will count towards the total number of credits for which a student may register in any one year.

THE AWARD OF A COURSE CREDIT

As mentioned earlier, the award of a course credit will depend on continuous assessment, on the examination held at the end of the course, and on the fulfilment of certain summer school and fee requirements. (See Section 5 on Summer Schools and Section 6 on Registration and Finance.)

In November, the marks of the best of your tutor-marked assignments (see p. 21) will be combined by the computer to determine your overall tutor-marked assignment grade. Likewise your computer-marked assignments (see p. 21) will be combined to determine your overall computer-marked assignment grade. Your overall tutor- and computer-marked assignment grades will then be combined to determine your overall continuous-assessment grade. The relative weighting for this combination will be determined by the Examination and Assessment Board for each course.

In October/November you will take a written examination and on the result of this you will be awarded an examination grade.

With the information on each student's examination grade and overall continuous-assessment grade, the computer is able to produce a matrix for each course (see Table 4). A student's position on this matrix will depend on the grades he has been awarded for the two elements of the assessment. For example, a student who gains an 'A' for his overall continuous-assessment grade and 'C' for his examination grade will fall into the third cell from the top in the left-hand column of the matrix.

Table 4 Course Result Matrix

		Overall continuous-assessment grade					
		A	B	C	D	F	R
Examination grade	A	W^a	W^a	W^b	W^b	X	Y
	B	W^a	W^b	W^b	W^{b*}	X	Y
	C	W^b	W^b	W^{b*}	W^c	X	Y
	D	W^b	W^{b*}	W^c	W^c	X	Y
	F	X	X	X	X	Z	Z
	R	Y	Y	Y	Y	Z	Z

The computer will also print-out, for each cell of the matrix, a list of all students in the cell showing, *inter alia*, for each student, his TMA and CMA grades, his overall continuous-assessment grade, his performance in various sections or parts of the examination, his examination grade, his summer school grade (if relevant) and whether information on any hardship suffered by the student during his course is available. The matrix and the print-out mentioned above will be taken into consideration by the Examination and Assessment Board when drawing up the pass list of students in November/early December. In addition, the Board will have available to it all the examination scripts, information on adverse conditions at examination centres, information on administrative errors on the part of the University, information on course tutors and the markers of examination scripts and a variety of statistical information concerning continuous assessment and the examination.

Students who pass on both elements of the assessment (i.e. those who fall in cells 'W' on the matrix) will be awarded a certificate of credit, provided they satisfy the summer school and fee requirements as appropriate. Students whose performance is judged by the Board to be of sufficient merit on both continuous assessment and the examination (i.e. those students in the 'W^a' cells in the top left-hand corner of the matrix) may be awarded such a certificate of credit with distinction. For foundation level courses, the Board will award two grades of pass; 'pass with distinction' (Pass 1) and 'pass' (Pass 4). In the case of second and higher level credit courses, the Board will subdivide the remainder of the pass grades into Pass 2, 3 and 4. Pass 4 will normally be awarded to those students falling into the bottom-right 'W^c' cells on the matrix, with Passes 2 and 3 normally being awarded to students in the 'W^b' cells intermediate between those awarded distinction and Pass 4. It should be noted that Boards have the power to vary the position of the borderlines between Distinction, Pass 2, Pass 3 and Pass 4 within guidelines set by the Senate of the University. For example in the case of cells 'W^{b*}' some students may be awarded Pass 4.

Students in a cell 'X' who have marginally failed on the examination and passed on continuous assessment or *vice versa* will normally be given individual consideration by the Board, to determine whether they should be awarded a pass or be failed. Students with a high grade on one of the two elements of assessment will be more favourably considered. In the case of a borderline pass/fail student a Board may take into consideration, *inter alia*, the summer school grade (if any) and any hardships suffered by the student during his course. The Board may also remark his examination script. In certain cases where the Board is unable, on the evidence available, to come to a decision, the student may be required to undergo a *viva voce* examination prior to a final decision.

The student who receives a bad fail grade on either element of the assessment (i.e. a student in a cell 'Y') will not normally qualify for a certificate of credit notwithstanding a good grade (even an 'A' grade) on the other element.

The student who receives a fail grade on both elements of the assessment (i.e. a student in a 'Z' cell) will automatically fail.

Normally, there will be an Examination and Assessment Board for each full- or half-credit course. The Board consists of a Chairman, usually the Chairman of the course team responsible for the course, a number of internal examiners, usually other members of the course team, and external examiners. The external examiners are experts from outside the University, often from other universities, and are appointed by the Senate. The Examination Board moderates the continuous assessment, sets the end of year examination papers and finally determines the pass list of candidates. In the latter task, the Board is assisted by guidelines, set by the University, which state that the Board is to give approximately equal weighting to the examination and continuous assessment. For example, a student who is awarded an 'F' grade for the examination and a 'C' grade for continuous assessment will receive similar treatment to a student who is awarded a 'C' grade for the examination and an 'F' grade for continuous assessment.

Notification of Course Results

The pass list for courses will be produced at the end of December and each student will receive as soon as possible thereafter notification of his result in respect of each course followed, i.e. students will not receive their course results until after Christmas. A student who has not received notification of his result by 12 January should write to the Student Records Officer, The Open University, PO Box 72, Milton Keynes, MK7 6AQ. Arrangements will then be made to send a duplicate results letter. As a matter of policy the Open University does not make available to a student his examination grade nor the marks awarded for individual examination questions, nor will the University return the examination script to a student under any circumstances.

Course Credit Results: Queries and Appeals

(a) Queries on Course Credit Results

Each Examination and Assessment Board is responsible on behalf of the Senate of the University for drawing up the pass list of students. The Boards have to exercise academic judgements as to whether an individual student has reached an overall standard to qualify for the award of a credit. The decisions of the Board are final in that there is no right of appeal to any other University body. Careful checks are made at all stages in the awarding process to ensure that the continuous-assessment and examination grades have been recorded correctly. Nevertheless it is open to a student who feels than an error has been made regarding his result to write to the Chief Examinations Officer. The student should, however, first contact his tutor-counsellor to discuss his result before querying it with the University. All queries about course results must be received by the Chief Examinations Officer not later than 25 January.

On receipt of a query from a student regarding his result, an Examinations Officer will check the result and if it is clear that no error has been made and that, in the case of a borderline student, all available evidence was considered by the Examination and Assessment Board when reaching its decision, the student will be so informed. If, however, an error is detected or all available evidence was not considered by the Board, the matter will be referred to the Board for consideration.

(b) Formal Appeals

Should a student *who has failed* and who has followed the procedures under *(a)* above still be dissatisfied with the University's decision, he may appeal to the Pro-Vice-Chancellor (Student Affairs). The University is not, however, prepared to consider formal appeals against a grade of pass (i.e. Pass 1, 2, 3 or 4). Students should note that the Pro-Vice-Chancellor cannot alter the decision of an Examination and Assessment Board as the Board has been empowered to take such decisions by the Senate of the University, and that the Pro-Vice-Chancellor's role is limited to establishing whether (a) a Board followed the correct procedures laid down by the Senate and (b) in the case of a borderline student all the available information was properly taken into account. The Pro-Vice-Chancellor can, however, require a Board to give further consideration to a student who has failed when she considers this is warranted; with the agreement of the Board she may also, in very exceptional circumstances, provide a failed student with the opportunity of undertaking a special examination in order to provide the Board with additional evidence.

A student wishing to appeal to the Pro-Vice-Chancellor (Student Affairs) should write to the Registrar, stating the grounds for the appeal within three weeks of receiving a reply to his query under *(a)* above.

ADVANCED STANDING

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The University may award you advanced standing towards part of the credit requirements of the degree on the basis of courses of study successfully undertaken with other institutions. Students who have advanced standing awards are required to obtain fewer credits for their degree.

Advanced standing awards are of two types—credit exemptions and directly transferred credits. For the present, directly transferred credit awards will be limited to students who have previously studied at universities or colleges with which we have a reciprocal agreement on direct transfer of credit—see page 30. The large majority of advanced standing awards made in 1978 will, therefore, be awards of credit exemptions.

The University wishes, by making appropriate advanced standing awards, to provide active encouragement for holders of non-degree qualifications of recognized status, and for people who did not complete their previous degree studies, to proceed to the first degree of the Open University. Transferability of credit between the large number of comparatively uncommon UK professional and non-graduate qualifications is rare. With a few exceptions, degree awarding institutions do not offer exemption from parts of first degree courses on the basis of non degree qualifications. Not many educational institutions recognize part of a degree course from another institution as forming a basis for admission into the second or subsequent year of their own courses. The Open University is one of the national bodies hoping to encourage the process of transferability of credit.

GENERAL CREDIT EXEMPTIONS

Credit exemption awards are based on the number of years of full-time academic study (or the part-time equivalent) successfully completed at the higher education level towards the acquisition of a qualification. One general credit exemption will be awarded, up to a maximum of three, for each year of study which satisfies these criteria. Credit exemptions do not give exemption from specific courses offered by the University but reduce the total number of credits required for the degree. The number of Foundation Course credits which you are required to obtain will be reduced if two or three credit exemptions are awarded.

The University does not publish a list of qualifications and the credit exemptions to which their holders are entitled. This is partly because we award exemptions to individual students and not to qualifications, and our decisions are determined by the length and standard of the courses of study followed by students, and not by qualifications themselves. It is also because it would be an extremely complex process to describe the University's decisions, as so many qualifications and courses of study have been evaluated, and as there can be differing methods of satisfying the requirements for any particular award.

Submission of Claims

Students may submit claims for the award of general credit examptions at any time during their studies. Full information on how to claim general credit exemptions, together with the claim form, may be obtained on request from the Advanced Standing Office, The Open University, PO Box 80, Milton Keynes, MK7 6AS. The fee for all credit exemptions claims is £5.

Students who have already submitted a claim but who may wish additional qualifications or courses of study to be taken into account should write to the Advanced Standing Office at the above address, requesting re-assessment of their original claims. They should enclose original documentation authenticating such additional qualifications or courses of study. No additional claim fee will be required.

How Exemption Awards are Made

When a claim form is received in the Advanced Standing Office, the information and details of the qualifications held or periods of study completed by claimants are authenticated from the certificates submitted in support of the claim. Sometimes authentication will involve correspondence with the relevant awarding body to clarify details which may be lacking on the certification; for instance, the length of the period of study, or information on the 'route' taken to achieve the qualification.

Much of the work of the Advanced Standing Office is concerned with questions of precedents. If a student has obtained a qualification after a period of study of a length and standard already evaluated by the Committee on Advanced Standing, an award of general credit exemptions can be made without the claim in question being considered individually by the Committee. If, however, a claim is received which is based on a qualification or period of study which has not yet been considered by the Committee, a great deal of research work may be necessary before an award can be made. Information may be sought from the institutions who awarded or provided tuition for the qualification on a number of specific questions such as the requirements for entry to the course of study, the length and content of the course (and in the case of part-time study, the number of hours considered to be necessary for its successful completion), the standard of the qualification which is finally awarded, and the recognition given to holders of the qualification by other bodies. We may also seek information and advice from our expert external advisers on the standard and quality of the qualification or course of study completed by the claimant. When all this information has been received, a case is prepared for the consideration of the Committee incorporating the actual information and advice which have been received. The Committee on Advanced Standing, which is composed of representatives of the University's central and regional academic staff, and students, then considers the case. If the Committee considers that sufficient information has been obtained, it decides on behalf of the Senate of the Open University how many general credit exemptions should be awarded. A letter of award of general credit exemptions is then sent to the student or students concerned. This is a time-consuming process; necessarily so if claims are to be considered thoroughly and fairly.

Course Requirements

Any currently registered student who may be eligible for the award of general credit exemptions should note the following course requirements.

'A' serial number students only
Students awarded three general credit exemptions may count only one foundation course credit towards their degree. Those awarded one or two general credit exemptions may count either one or two foundation course credits towards their degree.

'B' and subsequent serial number students
Students awarded two or three general credit exemptions may count only one foundation course credit towards their degree. Students awarded one general credit exemption must count two foundation course credits towards their degree.

All students
Two credits must be obtained at third and fourth level by course work and examinations by all students wish-

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ing to proceed to the degree with Honours, irrespective of the number of general credit exemptions awarded. All other restrictions listed on pages 12–13 of this *Handbook* are also applicable to students awarded general credit exemptions.

Approved Programme in Educational Studies

Holders of certain approved teaching certificates or diplomas, awarded by or on behalf of an Area Training Organization after an 'initial' course of teacher training, may be eligible for the award of an additional 'discretionary' general credit exemption on completion of an approved programme in Educational Studies. An 'approved programme' consists of a minimum specified number of credits obtained in courses related to Educational Studies (these are courses with 'E' in the code prefix together with courses MDT241, PD251 and PM951). You should consult Appendix 1, on pages 70–72 for specific information on approved programmes.

If you are awarded a 'discretionary' general credit exemption as a result of following an approved programme in Educational Studies and receive the degree of BA, you should note that *in any subsequent course of study towards the BA Honours degree the award of a 'discretionary' general credit exemption will be maintained only if you satisfy the requirements of an approved programme of study for Honours degree purposes.* Should you wish to proceed to the BA (Honours) without satisfying the requirements of an approved programme in Educational Studies, in addition to the two extra credits which are necessary for the award of the BA (Honours), you will be required to obtain a further full credit by course work and examination.

Anyone who is entitled to participate in an approved programme in Educational Studies will receive full information in the letter of award of credit exemptions.

Abandonment of Exemption Awards

If at any time before you are awarded the BA degree you should decide you do not wish to benefit from all or part of your award of general credit exemptions, you should inform the Advanced Standing Office. You may not abandon your credit exemption award later than one week after the despatch of the course results which would qualify you for the award of the BA degree. Students who are limited to a total of eight full credits for the Honours degree (i.e. students with G or H serial numbers) should consider carefully whether they may wish to abandon any of their credit exemptions in order to fulfil the requirements of professional or educational institutions from which they hope to gain recognition. Once the BA degree has been awarded on the basis of credit exemptions and course credits, the credit exemptions *cannot* subsequently be abandoned before the BA Honours degree is awarded.

DIRECTLY TRANSFERRED CREDITS

The University has concluded agreements with the Universities of Essex, Kent, Lancaster, Salford and Sussex and Bulmershe College of Higher Education by which students who have successfully completed one or two years of full-time study with these institutions and *who have not completed their degree studies* may be eligible for the award of directly transferred credits. A similar agreement has also been concluded with the Council for National Academic Awards (CNAA) whereby students who have successfully completed part of a first degree course or the whole or part of a Diploma in Higher Education validated by the CNAA may be eligible for directly transferred credits.

Directly transferred credits will be awarded at the rate of two for each year of full-time study, or the part-time equivalent, successfully completed, up to a maximum of four credits. A major difference between this and the general credit exemptions scheme is that students may be awarded directly transferred credits with restrictions governing the choice of Open University courses which may be counted towards the BA degree. These restrictions could include both foundation and second-level courses, and will be imposed if the syllabuses previously studied overlap to a significant extent with courses offered by the Open University. Any student awarded four directly transferred credits will not be permitted to count a foundation course credit towards his or her degree. The number of foundation course credits required of students awarded one, two or three directly transferred credits will be subject to individual assessment.

Not all these special agreements provide for students who registered with the Open University before 1978. If you think you may be eligible for an award of directly transferred credits and your serial number starts with a letter A to G, you are invited to query your eligibility for such an award by writing to the Advanced Standing Office. The CNAA agreement will apply only to students who finally register from 1979 onwards.

The fee to be charged for claiming directly transferred credits is still being considered. It is likely to be higher than the fee of £5 which is currently charged for credit exemptions claims.

Any students who do not wish to take advantage of directly transferred credits are eligible to claim general credit exemptions under the normal arrangements for the exemptions scheme.

TRANSFER TO OTHER INSTITUTIONS

As part of the agreements described above, it may be possible for Open University students to transfer to full-time courses at the Universities of Essex, Kent, Lancaster, Sussex and Salford, sometimes with advanced standing on such courses and to Bulmershe College of Higher Education. Under the agreement with the CNAA, the Council, through its associated institutions will consider applications from current or former students of the Open University for admission to an appropriate stage of a CNAA BA, BSc, BEd Degree or Honours degree or DipHE, either full-time or part-time. In some cases, the institutions may exempt from the whole of the first year (if the course is full-time; if it is part-time a decision to exempt will be based on the equivalent to full-time study) applicants holding two or more Open University course credits, including at least one post-foundation level credit. Applicants holding two or more Open University course credits may be considered for admission to a point in a CNAA BA, BSc or BEd degree or Honours degree beyong the beginning of the second year. The maximum exemption will be that which allows students to enter no later than the beginning of the final full-time year (or its part-time equivalent) of any course leading to a CNAA award. Decisions on advanced standing on such courses will take into account the scope and content of the applicant's previous studies and standards of attainments. There may be limitations on the choice of course where this is necessary to prevent significant overlap of content with the Open University courses for which the applicants hold course credits.

EXTERNAL RECOGNITION

Detailed information on transfer to other institutions and other aspects of recognition of the Open University BA degree, BA Honours degree and course credits by educational and professional institutions is contained in a series of Recognition Information Leaflets which are available at most study centres or on request from regional offices. A list of these leaflets and the areas they cover will be given in the *Courses Handbook 1978*. The Student Enquiries Service will be glad to advise you on transfer or other aspects of recognition of your Open University qualifications.

SUMMER SCHOOLS

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Some courses carry a requirement that a student must attend a one-week summer school in order that the course can be completed for credit. Table 1, pages 14–18, indicates whether there is a summer school requirement for each course.

In its educational value, and in the opportunity it provides to make membership of the University real and enjoyable, your summer school can be worth the sacrifice you have to make in time or money to be there. It provides an intensive period of full-time study in a 'conventional' university setting where you may be given lectures, tutorials, seminars, field work, laboratory work, and a wide range of learning experiences that are only possible where tutors and students can come together in large groups.

Summer schools will be held during the eight weeks from 15 July to 9 September 1978 at the following universities: Stirling*, Durham, York, Keele, Nottingham, East Anglia (Norwich), Warwick (Coventry), Reading, Wales (U.C. Cardiff), London (Westfield College)*, Bath and Sussex (Brighton). Teaching at the schools is shared between full-time and part-time members of the Open University's academic staff, members of the host universities and other suitably qualified tutors.

For some foundation and for higher level courses, schools will be run during each of the eight weeks. The separate schools for each course or discipline and the schools shared by some courses are referred to as 'school lines' (see p. 32). As the school lines become more numerous and the numbers of students concerned with many of them consequently become smaller, it is not always possible to provide alternative locations or the full range of dates, but each school line will run for at least three and preferably four of the weeks. Only A101, T100 and D101 are likely to be available at three or more centres; other courses' schools will be run at one or two of them.

ATTENDANCE AND FEE LIABILITIES

In registering for a course with a summer school obligation, a student is required to attend the associated summer school, unless he formally withdraws from the course or surrenders his entitlement to attend the summer school. He also enters into an obligation to pay the appropriate summer school fee whether or not he attends. Failure to pay this fee means that the student will not qualify for the award of any credit and may be refused registration for future courses. Failure to attend means that the student will not qualify for the award of the credit concerned. Exceptionally the Senate may, on compassionate or similar grounds, excuse a student from attendance; such excusal may also remove the obligation to pay some or all of the fee. (See 'Excusal from Summer School Attendance', p. 33.)

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*Probably from 8 July.

Details of summer school fees are included in Section 6 (p. 39). The longer a student delays in seeking excusal, the greater the fee he may have to pay to recompense the University for expenses incurred in anticipation of attendance. Table 6, on page 42, relates the amount of fee liability to dates of withdrawal, surrender of entitlement or excusal.

If you believe *now* that you have grounds for excusal you should approach your tutor-counsellor in time for the application to reach Walton Hall before the end of February.

MORE THAN TWO SUMMER SCHOOL WEEKS IN ONE YEAR

The University does not recommend students to attend more than two weeks of summer school in a year. Very few students burden themselves in this way, and it is not intended to make a regulation against it. However, students are advised, where possible, to adjust their course registration from year to year so that no more than two summer school weeks are involved. No student with three or four obligations can expect to be excused a week of attendance solely on the grounds of being unable to arrange to spend three or four weeks at summer schools.

It must be emphasized that a student who commits himself by registration to attend four weeks of summer school in any one year will almost certainly regret this for educational and financial reasons.

This will often be true of commitment to three weeks.

However, where one of three or four obligations in one year is to attend a discipline-based summer school in respect of one only of its associated courses, students (who do not already have a half credit associated with the school) may apply through their tutor-counsellors on those grounds for excusal from attendance at that school (see p. 34).

ARRANGING YOUR SUMMER SCHOOL

Towards the end of February you will receive a form indicating the summer school(s) you are required to attend in respect of the course(s) for which you are then registered. On this form you will be able to state your preferences for dates and places, within the programme for the year's schools. The preferences of as many students as possible will be considered together, with a view to producing the best result for the largest number. *When you know your allocation, you will have the choice of keeping it or applying in April to receive a new allocation in May.* A provisional programme and further details of all these arrangements will be sent to you with or soon after this *Handbook*.

The experience will involve you completely while it lasts (it does not combine with family or business activity); and, if you will be attending for two or more weeks, you will probably derive the most benefit and enjoyment from spacing them out. There is no educational significance in the timing; minor advantages of middle, early or late schools cancel each other out.

Your tutor-counsellor will be very willing to discuss summer school allocation questions with you but until you receive your preference form you cannot start 'booking'. It would be unwise to make firm assumptions about when and where you will attend until you receive an allocation.

If you do not submit a preference form for a school that you are obliged to attend, we will nevertheless allocate you to a summer school week, and will notify you no later than the end of May.

Students allocated to S323 *Ecology* will be asked for their preferences for this field-based summer school independently, since the schools will fall outside the general pattern, as regards both date and place.

SUMMER SCHOOL LINES

Summer school lines fall into three categories:

1 Course-based

One summer school week is an integral part of one course.

2 Discipline-based

By arranging some summer schools on a discipline basis, essential academic objectives of more than one half-credit course can be met without requiring attendance separately for each course.

For certain science and technology courses, therefore, one summer school week serves, and satisfies the requirements of, more than one course in the same discipline.

A student who registers for one or more of the courses in any of the groups (a) to (d) below must attend the discipline-based summer school associated with that group during the first summer in which he is registered for a half-credit in that discipline.

(a) Biology (second level)—associated with SDT286, S299, and S22–
(b) Chemistry—associated with S24– and S25–
(c) Biology (third level)—associated with S321 and S322
(d) Systems—associated with T241, T242, T341 and TD342

Note A student who attended the discipline-based summer school for S26– in 1974 or 1975 and obtained a credit certificate for that course, has satisfied the summer school requirement for S23–, although this summer school is now course-based.

If a student registers for a single half-credit course in one of these groups (e.g. S22–) and (a) attends the school and (b) qualifies in the same year for a certificate of credit for the course, he will not be required to attend the summer school again while taking another half-credit course in the same group (e.g. SDT286 or S299).

Note that, if a student is excused the requirement to attend a discipline-based school or he attends the school without gaining a credit certificate in one of the associated courses, he would be required to attend in the year in which he next registered for any of the courses in that group.

A student who plans to study two or more courses in the same discipline group is recommended to consider studying two in the same year (or more if he clearly wishes to take more than the equivalent of one full credit at a time). The student will be better able to appreciate the relevance of practical work at the summer school to each of the courses if he is studying them in his summer school year.

Tutorials are a significant part of all science summer schools and therefore of the tutorial work for the courses concerned. A student taking two or three courses in the same group may be offered a wider choice of laboratory and tutorial work.

3 Joint

Certain courses share a summer school week when studied in the same year. This joint school is structured to provide the essential practical element for either course studied individually or for both courses taken concurrently. Divorced from current study of the course material, the practical element loses much of its relevance. Attendance at the school is therefore necessary during the year in which either or both of the associated courses is completed for credit. A student who follows both of these courses in the same year is required to attend only for the one week in that year.

In 1978, two courses are jointly associated with one such summer school: TS282 *Electromagnetics and Electronics* and T291 *Instrumentation*.

A student who attended the course-based TS282 school in 1972 or 1973 is required to attend the joint school if he is taking T291. A student who attends the joint electronics and instrumentation school in one year and who registers for either TS282 or T291 in a later year, will be required to attend again.

EXCUSAL FROM SUMMER SCHOOL ATTENDANCE

Summer schools are specified for certain courses because they provide a learning experience which cannot adequately be provided in other ways. The award of a credit certificate for such courses is conditional on attendance at the school. There are nevertheless some students who may not find it possible to attend. Excusal from attendance is granted only very exceptionally, and then only after careful consideration of the circumstances by the tutor-counsellor, the Regional Director and finally the Students' Progress Committee, which is empowered to act on behalf of the Senate. Excusal is given, for example, to students able to show that their medical or occupational circumstances or the need to look after dependants make it impossible or highly inappropriate for them to attend. Students who will be in the ninth month of pregnancy are also advised to seek excusal. Excusal will not be granted solely on the grounds of a student's over-commitment to summer school attendance.

An application for excusal can only be made by a tutor-counsellor on behalf of a student. If you believe that you have a case for being excused attendance at a summer school, you should discuss it with your tutor-counsellor as early as possible since, if it is unsuccessful, you will need to leave yourself time to rethink your plans.

He may advise you that in his opinion the case is not strong enough to be worth making; even so you are entitled to ask him to put forward your case. Your tutor-counsellor is not empowered to tell you that your case will be successful; for this you must await the Committee's ruling, which will be sent to you by letter. You should submit your summer school preference form in February/March even though you may be awaiting the outcome of an excusal application. If excusal is granted, the preference (or allocation if you have received it) will automatically be cancelled; and if excusal is not granted you will wish to have the benefit of a favourable allocation. Please bear in mind that the evidence of previous years is that excusal is granted to no more than two or three per cent of students with summer school obligations.

The Students' Progress Committee is not willing to grant excusal to meet a situation which may not arise. If there is something that might perhaps prevent you from attending, discuss it with your tutor-counsellor. He may advise waiting until the difficulty is resolved, or has become certain. If this results in your excusal being granted just before (or even soon after) the summer schools, any fee charged to you could be related to the date on which you first discussed the matter with your tutor-counsellor. Excusal applications (which in any case only concern students still working for credit) must be received in the Student Records Office by 30 September at the latest.

If you are repeating a course which you have failed, or from which you had previously withdrawn, or which you did not complete, you should be aware that previous attendance at the summer school associated with that course does not in itself justify excusal (but see p. 36). Similarly, if you are taking another course associated with a school you have already attended in a year when you did not gain an appropriate credit, you will be required to attend again.

At whatever stage you ask your tutor-counsellor to apply for excusal, you will be expected either to provide written evidence, or to enable the tutor-counsellor to make a first hand report. A medical certificate will always be required if excusal is sought on the grounds of illness of a student or dependant.

Students will be told with the grant of excusal whether some or all of the summer school fee has been waived. If the student applies for excusal, and this is granted, the student will be charged a summer school fee in accordance with Table 6, page 42. The operative date will be the date on which the Secretary to the Students' Progress Committee receives the application, due note being taken, however, of the date when the student first raised the matter formally with his tutor-counsellor.

If you are granted excusal, the University, through your regional office, may be able to provide some minor alternative tutorial arrangement attempting to meet some of the objectives of the summer school. No additional fee would be charged specifically for such an arrangement, nor is there any obligation upon the student to participate. (The arrangement described in BA degree Regulation 6 (a), on p. 65, will not operate in 1978.) Excusal from the obligation to attend a one-week summer school means that a student can obtain a credit certificate for the course in question in the year during which it is granted, provided that the student passes the course and is not in debt to the University. An assessment (given at some summer schools see p. 36) can assist a student who narrowly fails continuous assessment and passes the examination (or vice versa). There is no plan to provide a substitute summer school assessment for excused students at present.

EXCUSAL FROM DISCIPLINE-BASED SUMMER SCHOOLS

The learning experience at a discipline-based summer school is not related exclusively to any one of the associated courses, so it does not matter which of the courses a student is taking in the year he attends the summer school. Nevertheless, if a student intends to study two of the courses concerned, it is best to take both in the same year and attend the summer school then. If he takes the courses in separate years, he should attend the summer school when taking the first course.

There may, however, be reasons why a student prefers not to attend the summer school when taking a first associated course. If there are good reasons (personal, domestic, employment, etc.) for this, the Students' Progress Committee, acting on behalf of the Senate, may permit him to be excused attendance, although the grounds for excusal need not be of the very exceptional nature needed for excusal from course-based or joint summer schools. These 'less than very exceptional' grounds are intended to enable students to hold one (only) of the half credits associated with a particular discipline-based summer school without attending it. A second excusal from attendance at that school would be very exceptional.

Where a student is registered for two or more of the half-credit courses associated with any one discipline-based summer school, and applies to be excused attendance on grounds which are not held to be very exceptional, the Students' Progress Committee is unlikely to grant excusal. Similarly grounds of a very exceptional nature would be needed for a student to be excused attendance at more than one of the discipline-based summer schools in any one year.

If a student, holding one half-credit associated with one discipline-based summer school but without having attended the school, applies to be excused attendance at another discipline-based school, the Students' Progress Committee may take into account the student's previous summer school attendance and excusal history.

The procedure for seeking excusal from a discipline-based summer school is the same as that described in the previous section for course-based and joint summer schools.

This policy replaces that formerly governing deferment. It is no longer possible to defer a summer school obligation to another year.

EXCUSAL FROM ATTENDANCE AT SCIENCE OR TECHNOLOGY SUMMER SCHOOLS

For students studying for a degree composed largely of science and technology courses, attendance at the associated summer schools is particularly important since it provides the only real opportunity of acquiring the practical experience and laboratory skills normally assumed of graduates in those areas. Clearly, an Open University student who obtains a science and/or technology based degree without adequate summer school experience could find himself at a disadvantage compared with his contemporaries from conventional universities. Other factors, such as safety considerations, make it imperative that students should do all in their power to attend the summer schools associated with their science and technology courses.

For these reasons, the University has recently resolved that in considering requests from students for excusal from science and technology summer schools, it will in future take careful account of any credits in science and technology courses already obtained by the applicant as a result of previous excusals, before reaching a decision. (But see above for discipline-based summer schools.)

If you have ever received an excusal from a science or technology summer school (and subsequently obtained credit(s) for the course(s) concerned), you should think very carefully before registering for another science or technology course with a summer school in a year in which there is any doubt in your mind about attendance.

If you have previously been granted two or more such excusals, this advice will be even more pertinent since subsequent excusal applications will be *most* rigorously examined.

Note This policy applies to repeated excusal applications within the same faculty. For example, a student who in a previous year was excused from the T100 summer school, and then seeks excusal from the ST294 school will not have his application subjected to the same severity of scrutiny as would be the case if he sought excusal from a second course-based or joint technology summer school.

ENTITLEMENT TO ATTEND

Except for individuals assisting disabled students and students with obligations deferred from earlier years no person is entitled to attend an Open University summer school who is not currently registered as a student of a course associated with that school, and who has not either paid the summer school fee or entered into a formal sponsorship arrangement with his employer, local education authority or some other appropriate agency. No entitled person may attend except at the place and in the week to which he has been assigned by the Summer Schools Allocation Office.

SURRENDER OF A SUMMER SCHOOL ENTITLEMENT

It is open to any student to surrender his entitlement to attend the summer school, if he wishes to go on receiving correspondence material without (a) attending the summer school, (b) paying the full summer school fee, and (c) gaining a credit in the course concerned. The procedure to be followed is described below.

The University recognizes that a few students might be faced with an unwelcome choice between maintaining responsibility for the fees of a school that they do not expect to attend, and irreversibly withdrawing from the course. Accordingly, it is open to any student to notify the Student Records Office, in writing, that he surrenders his entitlement to attend the summer school associated with one or more specified courses. All letters surrendering entitlement are acknowledged and such acknowledgement should be retained.

The University reserves the right not to consider any claim for a reduction of fee liability on the grounds of surrender of entitlement unless (a) the student has formally written to the Student Records Office and (b) can substantiate this by production of the acknowledgement. If an acknowledgement is not received within twenty-one days the Student Records Office should be contacted.

Surrender of entitlement results either in the allocation to summer school being cancelled, or in the name of the student being deleted from the list of students for whom summer school places are reserved pending receipt of their preferences or despatch of their allocation. *It also means that the student is no longer eligible to receive a credit certificate for the course concerned and he will receive a Fail grade at the end of the year.* The effect of surrender of entitlement on the student's fee liability is the same as if he had withdrawn from the course (see summer school fees on p. 42).

No surrender of summer school entitlement will be considered for fee reduction if it is received in the Student Records Office after 16 June 1978, the due date for payment of summer school fees.

RESTORATION OF A SUMMER SCHOOL ENTITLEMENT

A student can apply for restoration of his entitlement to attend his summer school by sending to the Summer Schools Allocation Office a list of the weeks in which he is willing to attend together with a cheque for the appropriate summer school fee. However, the University cannot undertake to be able to offer a summer school place to a student who has surrendered his entitlement to it. Payment for restoration of entitlement will be returned if there is no mutually acceptable week to which the student can be allocated.

VOLUNTARY SECOND ATTENDANCE AT DISCIPLINE-BASED SCHOOLS

A student who has attended a discipline-based summer school and who has qualified in all respects for the award of a certificate of credit in one or more of the associated half-credit courses, is not obliged to attend that summer school again. Nor without special permission is such a student entitled to attend a second time. However, if he subsequently registers for a further course in the same discipline, he may ask his tutor-counsellor to apply on his behalf for permission to attend again.

The procedure is as for the grant of excusal. The result of the application will depend upon the academic circumstances put forward on the student's behalf. Permission to attend a second time will normally be considered only if on the previous occasion the student received no tuition on subject matter specifically related to his current course. Students who have attended summer schools while taking SDT286, S26–, S22–, S321, T241, T242 or T341 may find themselves so placed. Students whose previous summer school experience was substantially shared by others then following the course *they* are now taking are not likely to find a second attendance worthwhile, and for them the circumstances would have to be exceptional for permission to be granted.

The result of a tutor-counsellor's application will be sent to the student by the secretary of the Students' Progress Committee. If permission is granted the student will be invited to send to the Summer Schools Allocation Office a list of the weeks in which he is willing to attend together with a cheque for the summer school fee. The fee will be refunded if there is no mutually acceptable week to which the student can be allocated.

The University will not allow those granted permission to attend a discipline-based school a second time to affect the allocations of students who are obliged to attend.

It would not be possible or proper to include these arrangements under the sponsorship scheme. Nor can 'voluntary attenders' be given a certificate implying that attendance was necessary. The University will, however, certify that such students have attended.

ATTENDANCE FOR A SECOND TIME IN RESPECT OF THE SAME COURSE CREDIT

(a) Repeated Course; Repeated Attendance

A student repeating a course is required to attend the associated summer school, even though he may have already done so in a year in which he did not qualify for the award of a credit.

The purpose which each faculty intends its summer schools to serve will have a bearing on whether excusal is normally granted to a student who has already attended the school. Some course teams recommend to the Students' Progress Committee that excusal from the second attendance should not normally be granted, while others recommend that requests for excusal should be considered more favourably, taking due account of any grade obtained by the student during his previous attendance at that summer school.

If the student is taking another course associated with a discipline-based school, previously attended in a year in which he did not qualify for the award of an appropriate credit, he is required to attend again.

There may nevertheless be particular value in attending for a second time in these circumstances, but if such students do seek excusal it will be sympathetically considered.

(b) Resits

Students who fail a course and are allowed to resit the examination in the following November do not have any requirement or entitlement to attend the summer school associated with the course in the year in which they are resitting.

A student who attends a discipline-based or joint school, but does not achieve a credit and is allowed to resit the examination the following year, will not be obliged (or entitled) to attend the school a second time in that year unless he is registered for another course sharing the same summer school. If it were a discipline-based school he would find himself in the position described in the third paragraph under (a) above.

Students are therefore reminded that, in the event of being permitted to resit the examination, they are considered to have failed the course (see Examination Rule 18, p. 64) and summer school attendance requirements for any other course will be calculated on this basis.

ASSESSMENT AT SUMMER SCHOOLS

Where the nature of the education in which students will participate lends itself to assessment, Course Directors will normally be responsible for the award of grades. (At present this is likely to affect science summer schools, but not others.) Summer school grades are reported to the course Examination and Assessment Board. While a good grade may help a 'borderline' candidate after the examination, a bad grade cannot affect a student who is above that line.

Please note that a summer school cannot be passed or failed. It must be *attended* in a satisfactory manner to qualify for a credit.

When one attendance satisfies the requirement of two or more courses, the summer school grade will be reported to all the Examination and Assessment Boards involved.

A student who has been excused attendance at a science discipline-based summer school will have no summer school assessment grade in the year in which he takes the course. He will be awarded a pass or fail on the continuous assessment and examination grade.

When a school has been attended in an earlier year and second attendance is voluntary, then the grade awarded on the previous occasion will be the only one placed on the student's record.

If second attendance is obligatory, following a failed course, grades awarded at both summer schools will normally be reported to the course Examination and Assessment Board, provided the course is one that has summer school assessment.

THE SUMMER SCHOOL COMMUNITY

In each summer school week there may be as many as 600 students divided between two or three faculties. Students will be drawn from several—perhaps all—of the University's thirteen regions. There may be some fifty or sixty tutors/demonstrators, the majority being members of the part-time academic staff. In charge of each school line at the summer school there will normally be a full-time member of the central or regional academic staff, acting as Course Director. In overall charge as the formal representative of the University will be the School Director—a Regional Director or a senior regional member of staff. He will be assisted in carrying out his responsibilities towards students, tutors and the host university: on the one hand by a School Secretary, an Assistant School Secretary and an office staff—chiefly selected from the regional and central administrators, secretaries and clerks; and on the other by a School Senior Counsellor and/or a

School Counsellor. Thus every summer school is the Open University in miniature.

The arrangements at field-based schools and those associated with S23– or D204 will necessarily be rather different.

LIFE AT A SUMMER SCHOOL

Detailed information about domestic arrangements at *your* summer school will be sent to you in the summer. The answers to the general questions most frequently raised in previous years are given below.

Children, and other family members (except as an assistant to a disabled student, see this page), cannot be admitted to the summer schools; neither can pets. In this the University is not only conforming to the requirements of the host institutions; it is serving the interests of other students, who could be distracted, and of the students involved, who would divide their time between care of a dependant and their studies without doing justice to either. The Students' Association may be able to offer advice to parents concerned about the care of young children.

Students and staff are expected to live in for the week; they would otherwise stand to lose many of the benefits and much of the atmosphere which the school has to offer. There may, however, be a very few students who will be able to attend only if they are permitted to live out. The 'host' Regional Director will approve this if there are sound reasons, but the fee will not be adjusted.

The host Regional Director, who is responsible for local administrative arrangements, is normally the Regional Director in whose region the host university is situated. The summer school at Keele, however, has the Regional Director North West (Region 08) as host Regional Director.

Religious or dietary principles will be respected, *provided that the student informs the host Regional Director well in advance.* No special arrangement or permission is required to attend religious services (though in rare instances it could mean missing or deferring part of the programme). Details of services are included in each school's booklet or on notice boards.

We aim to provide more than enough in the way of educational facilities, intellectual challenge and social stimulus for even the most ambitious and energetic student. Some of these are provided formally and informally by the school authorities, while some are the contributions of fellow students. No student need feel, however, that it is necessary for him to participate in all the activities provided. Even so, two consecutive weeks at a summer school are enough for any member, whether staff or student; longer consecutive periods are not countenanced.

PHYSICAL OR SENSORY HANDICAP AND OTHER DIFFICULTIES

In its statement of policy regarding disabled students, the University reiterates that they are full and equal members of the University and that all practicable steps will be taken to enable them to participate as fully as their circumstances allow in all aspects of university life.

The University recognizes that many disabled students attach particular importance to attending summer schools and sharing in the activities there. It is also recognized that the intensity of life (both residential and academic) at summer schools confronts some disabled students, and the organizers, with unusual challenges. A seriously disabled student, after early discussion with his tutor-counsellor (and, perhaps, with other students who have attended Open University summer schools), may decide that attendance would be unwise. It is stressed that he or she would have no difficulty in being excused from the requirement to attend. The tutor-counsellor will advise on the correct procedure to be followed.

To help those who do decide they wish to attend, an office has been set up at Walton Hall. This Special Allocations Office deals individually with over 500 requests each year from students whose disabilities may require three questions to be considered:

(a) Is summer school attendance a challenge which it would be wise for the student and/or the University to accept?

(b) Is it essential—or is it desirable—for this student to have the company of a personal assistant (taking into account the summer school site and the academic programme to be followed)?

(c) To which week (and, sometimes, to which place) should this student be allocated, having regard to the number of disabled and other students already allocated, and the facilities available?

In answering these questions, the aim is to arrive at the maximum number of safe and satisfactory allocations of disabled students. It should be noted that the number wishing to attend increases annually and that the pressure on available facilities is now acute. There will, inevitably, be difficulties and delays in negotiating the special allocations that it proves possible to make. Students with special requirements are welcome to make direct contact with the Special Allocations Office, which shares PO Box 73.

The University may override any allocation or reallocation not made through that office when its specialist advice would clearly have been appropriate.

All seriously disabled students are entitled to have an assistant for whom no summer school charge is made, and the assistant becomes, in effect, a member of the summer school. Students in wheelchairs or with serious mobility problems, blind students, and those whose disability makes note-taking a problem (either because of manual difficulties or a hearing defect) are each strongly recommended to have the company of a personal assistant. The University reserves the right to enquire into the special needs of any disabled student with a view to insisting on the presence of an assistant where this is judged to be prudent. If you may need but are unable to provide an assistant (who must be an adult) you should consult your tutor-counsellor at the earliest convenient moment.

It is usual for the disabled student's local education authority to reimburse travelling expenses for an assistant.

While the University tries to accommodate all disabled students who wish to attend their courses' summer schools (whether with or without assistants), this may not always be possible, especially if more disabled students wish to attend in particular weeks or at particular sites than suitable facilities will allow.

Before deciding whether to put in preferences for a summer school allocation, or before deciding what preferences to put in, you should, if you are a disabled student, consider (preferably with your tutor-counsellor) such questions as:

(a) Would you experience more difficulty in getting about certain summer school sites than other sites?
(b) Would you have special residential requirements?
(c) Would you need special academic facilities or arrangements?
(d) Would you need special medical facilities?

Many students, for whom there is no need to consider special allocation arrangements, will wish to advise or consult their host regional offices about possible points of difficulty, *after* they have been allocated to summer schools.

Between this large group, and the much smaller number of students registered as disabled persons, there are a good many who should ask themselves the four questions above. If they think any of the answers might be 'Yes', even if to no great extent, they are requested to regard themselves for summer schools purposes as requiring special allocation. Summer schools do present problems where ordinary life does not.

Disabled students and others whose tutor-counsellors have sent in forms PT20 ***Information on Students with Special Requirements***, will receive in February sets of notes containing information on host university campuses.

Summary

To help the University meet their individual needs, disabled students, and others who might be similarly placed, are asked to do one or both of these things:

(a) Discuss the subject of summer school attendance with their tutor-counsellors in January or as soon as possible.
(b) Complete and return their summer school preference forms soon after they are received in late February, adding:

(i) information about their wish/ability to attend a summer school
or (ii) a note that the tutor-counsellor is sending a form PT20.
or (iii) a note that the tutor-counsellor is applying for excusal.
(Early excusal ***might*** enable some form of extra tuition to be arranged.)

ARRIVAL AND DEPARTURE

Students should arrive during a Saturday afternoon and not stay longer than breakfast on the following Saturday, unless they are remaining for a school associated with another course in the following week. The formal academic programme ends before 6 p.m. on the Friday.

Before the end of each Friday attendance certificates, issued to students for completion earlier in the week, are signed and handed back. These certificates are intended to facilitate claims for fees and/or travelling expenses from grant-awarding authorities, or to substantiate claims for paid leave. The University reserves the right to hold back such a certificate pending clarification if a summer school fee appears to be overdue.

COMMUNICATIONS ABOUT SUMMER SCHOOLS

Further information about attendance at summer schools ***generally***, including the preference form, and the notice of allocation that results from returning it, will come to you from the Summer Schools Allocation Office at Walton Hall. Fee demands will come from the Student Records Office, payment being by the usual bank giro method. Sponsorship forms are also sent by the Student Records Office. Enquiries specifically about fees should be sent to that office. Any questions about, or requests for, assistance over allocation to particular weeks/places, should be sent to your regional office, as should any letters concerning difficulties over attending a summer school. It will often save at least one letter if you discuss such problems with your tutor-counsellor first. Any point you need to make about attending a particular summer school ***after*** you have been allocated to it should be addressed to the host Regional Director.

You will receive a booklet containing information about, and joining instructions for, the school to which you are allocated, between one and two weeks in advance. This will be sent to you by the host Regional Director. Information and guidance on the academic programme will reach you, with course material, probably in June.

REGISTRATION AND FINANCE 6

PROVISIONAL REGISTRATION

When as an applicant you are first offered a place at the University you are invited to register provisionally as an undergraduate by paying the initial course tuition fee. Soon after this you will receive a registration form on which we ask for additional personal information.

FINAL REGISTRATION

In the April following your provisional registration, you will be invited to register finally as an undergraduate by paying the final course tuition fee. *You will at this stage also commit yourself to payment of the appropriate summer school fees, whether or not you attend.*

CONDITIONAL REGISTRATION

If you have at any stage finally registered as an undergraduate of the University you may register conditionally for a further year of study as an undergraduate by submitting a conditional registration form by 31 May of the year *preceding that in which you wish to study.* If you entered the University in January, finally registered in April and completed and submitted a Conditional Registration Form in May, you would guarantee your offer of registration for a course or courses from your selection in the following year. *Please note that for operational reasons conditional registration forms can only be sent automatically to students who are currently registered for at least one course.*

(Students who are not taking any new courses in 1978, but who are due to resit one or more examination will be regarded as non-registered and will not be sent forms automatically.)

If you have decided to discontinue your studies for any reason you may submit a Conditional Registration Form in May and return to your studies the following January. To do this you should write to the Student Records Office for a Conditional Registration Form before 30 April. Forms received back from students after 31 May will be accepted only at the discretion of the Student Records Officer. *Requests for registration from students who have not submitted a conditional registration form will not normally be approved.*

It is necessary to ask you to register conditionally as early as this so that we may plan effectively for the following year and co-ordinate various operations both within the University and in co-operation with many external bodies. We need to determine print runs of course units; inform publishers, booksellers and libraries of the expected demand of set books and other recommended reading; order and compile home experiment kits; recruit and appoint sufficient course tutors and tutor-counsellors and negotiate and book residential places for summer schools. These are just a few of the many operations we need to plan and co-ordinate; therefore, we hope you appreciate why we must ask for conditional registration early in the previous year. It is most important that you submit your conditional registration form by 31 May; you may, if you wish, amend this but not later than 30 September of the year immediately preceding your proposed courses of study.

(In 1978 amendments received in the Student Records Office up to and on 2 October will be accepted; 30 September is a Saturday.)

If you register provisionally with the University but do not accept the invitation to register finally in April, your registration will lapse. The only way you may then continue your studies as an undergraduate is by being admitted as a new entrant through the admissions process and you must re-apply by submitting an application form as early as possible, and certainly before the closing date for receipt of applications.

You will not be admitted as an undergraduate to study for a further BA degree at the University until you have completed the requirements of the BA degree for which you are currently registered.

If you register conditionally you are guaranteed an offer of registration for at least one full-credit course (or two half-credit courses) for which you are eligible and wish to register in the following year, or any future year. However we can guarantee an offer of registration only for the *equivalent* of one full-credit course and not for a *particular course preference,* unless that course preference is a foundation course or a course without a home experiment kit. Restrictions on the number and level of courses for which you may register are given in detail in Section 2 (pp. 11–12).

COURSE RESULTS AND COURSE ALLOCATION

All conditionally registered students will be notified of their 1978 course allocation by means of a letter reference L13 from the Student Records Office which is normally despatched in the first week of January. Students registered for courses in 1977 will receive details of their results by means of the same letter (unless they have not conditionally registered, in which case they will receive a letter reference L14).

On receipt of their course allocation, students have until 31 January to determine which courses to register for by payment of course tuition fees (see p. 42). A course decline postcard is usually enclosed with letter L13 to enable students to notify the University of any courses which they do not wish to accept.

Note It is University policy that requests for course changes, extra courses and late registration cannot normally be accepted, for operational reasons.

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Because the teaching year begins in early February, the University is obliged to dispatch the first correspondence units (and home experiment kits) for most courses *before* the 31 January deadline for registration. Consequently, some students receive material for courses which they had no serious intention of taking and which they subsequently decline—a situation which is wasteful in terms of unwanted material and 'lost' places.

Students could help other students to get places on popular courses, and help the University to use its resources more effectively, if they ensure that when they conditionally register they only do so for courses they definitely intend to take the following year.

FULL-TIME STUDENTS

It is a requirement that any full-time student who is offered registration at another institution obtains a certificate from the Principal or other appropriate officer of the institution concerned certifying that they are aware of his studies with the Open University and are willing for him to undertake the additional work involved. Continuing students should ensure that if at any time they undertake a period of full-time study in addition to their Open University work they inform the institution concerned of their commitment to the Open University in order to ensure that the combined workload does not exceed reasonable limits to the detriment of both.

STUDENTS RESIDENT ABROAD

Students who take up residence abroad during their course are required to obtain the permission of the University to continue their studies. The University requires such students to return to the United Kingdom to attend a summer school, if appropriate. Excusal from summer school is not granted solely on the grounds of residence overseas. (See p. 25 for examination arrangements.)

All students must make their own arrangements for the forwarding of course material from an address in the United Kingdom* and should discuss with their tutor any special arrangements for the return of assignments. If the course involves a home experiment kit, students are warned that the University cannot dispatch such kits to addresses outside the United Kingdom and students themselves are likely to find it both difficult and expensive to make such arrangements. It should also be noted that the University will expect students resident abroad to fulfil all the requirements governing date of kit return and the return of the kit in good order.

STUDENT RECORDS

The University retains a great deal of information about you, some of which is held in visual form and some of which is held on computer files. We refer to all this information as your student record and an individual record is kept on microfilm in the Student Records Office for each registered undergraduate.

It is University policy to give you right of access to all information about you kept by the University, so that you are aware of the data that has been recorded. This includes the central microfilm record, your regional record, your tutor-counsellor's and course tutors' records, and your computer record (details of which are given below). However, we do not provide access to data on examination grades or academic information provided in confidence by other institutions with regard to the award of general credit exemptions. Your central student record on microfilm is open to inspection by prior arrangement, but can only be seen on the special equipment available in the Student Records Office at Walton Hall.

Apart from yourself, the information in your student record is available only to those who are directly concerned either academically or administratively with your progress as a student. Because of this policy it is worth mentioning that the University will on no account release the name and address of a student to a third party without the written permission of the student concerned.

ACADEMIC REFERENCES

Wherever possible, the University will be prepared to help students who need academic references, testimonials and transcripts of their course results in support of applications for admission to other educational institutions, or for employment purposes.

If you wish to use the University as a referee you should write to your Regional Director to explain your requirements i.e. the type of reference sought, the purpose of the application and any deadlines that may apply. Without such information it would be difficult to prepare an appropriate reference. It would also help if you could give the name(s) of any part-time staff with whom you have had close contact as a student.

In particular please note:

1 That the University cannot guarantee to provide detailed personal references because of the nature of the Open University teaching system, although every effort will be made to help you.

2 Only Regional Directors can give official academic references on behalf of the University, although there is nothing to stop you asking a member of our part-time staff to act as your private referee.

3 Requests for academic transcripts (confirmation of previous course results etc) should be sent to the Student Records Office.

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*Students in Western Europe entitled to use the BFPO system, should write to the Student Records Office if they wish to receive course material direct from the University via the second class mail service.

4 It would help the University in its continuing campaign for external recognition of its students and qualifications if you would notify your Regional Director of the outcome of any applications for which a reference has been sought.

COMPUTER DATA

On payment of a fee, registered students of the Open University are entitled to a print-out of the data held on their personal computer record. Requests received between 1 and 21 June, when they can be economically processed, will be charged at £2·50 and the print-outs should reach students by 7 July. Requests received at other times during the year will be charged at £5 and will normally be fulfilled within three weeks of receipt. The service will be suspended during November owing to the intensive computer processing required for examinations. Exception is made in the case of data recording examination grades which it is not University policy to release.

Students wishing to use this service should send their request enclosing the appropriate fee to the Cashier, The Finance Division, The Open University, PO Box 77, Milton Keynes, MK3 6HN, clearly marking the envelope 'Computer Data Print'. Cheques should be made payable to 'The Open University'.

WITHDRAWAL

Wherever possible, you should discuss with your tutor-counsellor any problems which might cause you to withdraw from a course or to decline registration for a course to which you have been allocated, before taking any action. However, please note that a decision to withdraw must always be formally notified to the Student Records Office by one of the following methods:

(a) a letter from the student to the Student Records Office;

(b) a withdrawal card completed by the student and sent to the Student Records Office (a card is affixed to the end of this *Handbook*);

(c) a decline card enclosed with letter reference L13 giving details of 1977 course results and 1978 course allocation. (*Note* Students should submit this card in early January, only if they wish to decline registration for any course or courses to which they are allocated in 1978.)

Informing a member of the University's part-time staff in itself is not accepted as formal notice of withdrawal, nor are deletions, alterations or comments implying withdrawal on University forms which are not designed for the purpose of withdrawal. It is not enough to alter a giro slip and pay for only one or more course(s) if withdrawal is made at the time of a fee payment request.

All withdrawals are acknowledged and such acknowledgements should be retained. The University reserves the right not to consider any claim for a waiver of fee liability on the grounds of withdrawal unless (a) the student has formally written to the Student Records Office stating his withdrawal and (b) can substantiate this by production of the acknowledgement. If an acknowledgement is not received within twenty-one days, the Student Records Office should be contacted.

Only registered students may receive course material, hence a student who withdraws from a course is no longer registered and will *cease to receive course tuition and course material*, and any summer school place allocated for that course will be *cancelled*. If a student wishes to remain registered solely to continue to receive this material, he is liable for payment in part or full of any summer school fees whether or not he attends (but see Table 6 on p. 42 and also under 'Surrender of Summer School Entitlement' p. 35) and he will receive a Fail grade at the end of the year, unless he formally withdraws before the date of the examination. Students should consider carefully the implications of such action as far as financial support from local education authorities and the summer school fee liability is concerned (see p. 31).

FEES, DEPOSITS AND RELATED MATTERS

Table 5 shows the fees chargeable in 1978. Please note that these fees differ from those shown in the *Courses Handbook Supplement 1977* and in the *Guide for Applicants for Undergraduate Courses 1978*. Full details of fee regulations are given in Appendix 1, Schedule B to the General Regulations (see pp. 52–4).

DETAILS OF 1978 FEES

The initial course tuition fee, payable by accepted applicants, entitles you to provisional registration for the course, and also to course tuition in the first twelve weeks of the course. If you withdraw before final registration and re-apply at a later stage to be admitted as an undergraduate for a subsequent year, you must pay the initial course tuition fee again, if you are offered a place.

The final course tuition fee, payable by provisionally registered undergraduates in April, entitles you to final registration as an undergraduate, to final registration for the course, and to course tuition and receipt of correspondence material for the remainder of the academic year (see 'Withdrawal' on this page). Failure to pay fees on time means that you will not receive any additional course material, that your course(s) cannot be completed for credit and that your registration is cancelled.

The course tuition fee, payable by continuing students in the January of any year subsequent to that in which they finally registered as undergraduates, entitles you to registration for the course and to course tuition and receipt of correspondence material for the duration of the course (see 'Withdrawal', p. 41). Failure to pay fees on time means that you will not receive any additional course material, that your course(s) cannot be completed for credit and that your registration is cancelled.

Table 5 Fees 1978

Fee	Courses	Amount	Normal final payment date
Initial course tuition (new students)	Foundation courses MST281, TM281	£18 £ 9	
Final course tuition (new students)	Foundation courses MST281, TM281	£34 £19	14 April 1978
Course tuition (continuing students)	Half credit Full credit	£26 £52	31 January 1978
Summer school (per week of attendance)		£54†	16 June 1978
Credit exemption claim		£ 5	*
Overseas examination	Eire (Dublin) Elsewhere	£00 £00	on request
Resit examination (continuing students)		£ 7	21 April 1978
Returnable kit deposit	Half credit Full credit	£ 5 £10	31 January 1978 (continuing students)

†At the time of going to press the 1977 summer school fee had not been decided. It is hoped that it will be no more than £54.
*The University will not proceed with a credit exemption claim until the fee is paid.

The summer school fee covers the composite cost of residence and tuition for one week. In registering (final registration in the case of new students) for a course with a summer school you enter into an obligation to pay the summer school fee. (The completion of a summer school preference form or the receipt of a summer school allocation has no effect on your summer school fee liability.) We make this stipulation because places have to be booked for students well in advance, but note that the University will only insist on payment to an extent related to the cost incurred.

This means that fees will vary (see Table 6) according to the date on which a student notifies the Student Records Office of his withdrawal from the course(s) associated with the school (see 'Withdrawal', p. 41), or his surrender of entitlement to attend that summer school (see p. 35). The summer school bills, to be mailed in May 1978, will take account of withdrawals or surrender of entitlement by incorporating appropriate adjustments. If a withdrawal, or surrender of entitlement, is notified too late for the bill to be adjusted, but before 16 June (the final date for payment) some of the fee will be refunded after it has been paid in full. After 16 June students should expect to bear the full cost whether they attend or not, unless they are excused attendance at short notice in compelling compassionate circumstances (because the University has by then little or no scope for reducing expenditure or re-allocating places). Students (including those for whom sponsors had undertaken to pay) will receive an account for any outstanding part of the fee when it is known that they will not attend or have not attended. Students who do not pay their summer school fee on time and have not obtained an offer of sponsorship will not be allowed to complete registration for any further courses until all sums due have been paid.

A credit exemption claim fee is charged to cover the costs involved in the evaluation and accreditation of individual applications. This fee is paid when a claim for exemption is made (see 'Advanced Standing' pp. 28–31).

Overseas examination fees are payable in advance of the examination by students given permission to sit an examination overseas to cover the cost of making the special arrangements (see p. 25).

Resit examination fees are payable in advance by students resitting examinations, to cover the cost of the examination arrangements only (see p. 26).

Table 6 Reduction of Summer School Fee by Withdrawal, Excusal, or Surrender of Entitlement

Formal notification received by Student Records Office on or before	Fee to be charged (a refund will be made if the full fee has already been paid)
14 April 1978	Nil
16 June 1978	£20
After 16 June 1978	Full fee

Note Students who are granted excusal from a summer school requirement may be eligible for a reduced fee. In such cases, the operative date is that by which the Secretary to the Students' Progress Committee receives their application, due note being taken, however, of the date when the student first raised the matter formally with his tutor-counsellor.

METHODS OF PAYMENT

1 Single Payment

Whenever tuition, summer school, or resit fees – or kit deposits – are due the University sends each student an invoice showing which fee(s) and/or deposit(s) are due (i.e. the fee type), the amount(s) to be paid and the course(s) to which the fee relates. There are regular invoicing periods for these fees during the year and the approximate dates on which invoices will be sent in 1978 are shown in Table 8 on page 48. If you need to pay a credit exemption claim fee or overseas examination fee you will receive separate payment instructions for these.

Each invoice incorporates a bank giro credit transfer slip. You can make your payment using this at any bank that operates the bank giro credit transfer system (it is not necessary to have a bank account to do this). Alternatively, you can send the giro slip with a cheque to your own bank branch. It is important that you ensure that the bank stamps the giro credit counterfoil so that you can retain it as proof of payment in the event of money going astray. If you need to pay less than the amount printed on the giro slip (e.g. because you have declined the offer of registration for a course) it is quite in order to amend the amount printed as necessary.

The University is notified of payments, normally by computer tape, which are then matched to the University's own computer records.

Fees are due on demand and must be paid promptly. If for any reason you are unable to continue your studies you will have no claim to a refund.

The University reserves the right to revise fees and all other charges at any time without prior notice.

2 Payment by Instalments

Students who wish to pay the course tuition fee (final course tuition fee in the case of new students) or the

Table 7 Instalment Schemes Available

Due dates	First instalment	Second instalment	Third instalment	Fourth instalment
Course tuition fees (continuing students only)	31 January 1978	3 March 1978	3 April 1978	3 May 1978
Final tuition fees (new students only)	14 April 1978	12 May 1978	not applicable	not applicable
Summer school fee (all students with a summer school)	16 June 1978	14 July 1978	14 August 1978	14 September
Scheme code	Percentage due on this date (Percentage due to date)	Percentage due on this date (Percentage due to date)	Percentage due on this date (Percentage due to date)	Percentage due on this date (Percentage due to date)
D	50 (50)	50 (100)		
E	30 (30)	30 (60)	40 (100)	
F	25 (25)	25 (50)	25 (75)	25 (100)
G	20 (20)	20 (40)	30 (70)	30 (100)

Examples

Student W is invoiced for three half credits in January totaling £78 plus a kit deposit of £5. He decides to decline the offer of registration for one half credit, leaving £52 tuition fees plus £5 kit deposit due. He decides to pay the tuition fees in four equal instalments (scheme F) of £13 each and therefore instructs his bank to pay £13 + £5 kit deposit on 3 February and £13 on 3 March, 3 April and 3 May 1978 by using the standard order instruction at the back of this *Handbook*.

New student X is offered final registration for course D101 for which the final course tuition fee is £34. Only scheme D is applicable so she applies for this and at the same time pays £17 by amending the bank giro slip accompanying the invoice. She then pays the remaining £17 on or before 12 May using the bank giro slip at the back of this *Handbook*.

Student Y is due to attend two summer schools, one of which is being partly sponsored for £25. Fees payable are therefore (2 × £54) – £25 = £83·00. She decides to pay this amount in four equal payments, so completes the standing order instruction for £20·75 to be paid on the fourteenth of each month from June to September and sends this to her bank.

Student Z is due to attend one summer school but has no sponsorship so he must pay £54. He decides to pay according to scheme E, so his minimum payments are

$\frac{30}{100} \times £54 = £16{\cdot}20$; $\frac{30}{100} \times £54 = £16{\cdot}20$ and $\frac{40}{100} \times £54 = £21{\cdot}60$.

As these amounts are a little inconvenient he decides actually to pay £17, £17 and £20, using the bank giro slips at the back of this *Handbook*.

summer school fee by instalments may do so if they complete the application form at the back of this *Handbook* and return it to the Student Records Office together with a remittance of £1·50 immediately after receipt of the invoice for the fee(s) in question (i.e. before the normal final payment date—see Table 5 on p. 42).

The £1·50 payable for use of this instalment facility is an administrative charge to cover development and operational costs and *not* an interest charge on financial credit given. Use of the instalment facility is conditional upon this payment being made in advance.

The instalment schemes available to new and continuing students have been designed to be flexible within the overall plan that a certain percentage of the total payable must have been paid by specified dates. In scheme F in Table 7 on page 43, for example, each instalment is 25 per cent so that by the first instalment date at least 25 per cent should be paid; by the second date 50 per cent; by the third date 75 per cent; and by the fourth date 100 per cent. Four equal payments of 25 per cent would be acceptable, but so would payments of 30 per cent, 30 per cent, 15 per cent and 25 per cent.

When paying by instalments you may either pay each instalment using the bank giro credit transfer slips at the back of this *Handbook* or pay all instalments by standing order, by completing the authority, also at the back of this *Handbook*, and sending it to your bank. In either case *it is essential that your serial number appears on each payment.* If you do have a bank account please use the standing order method of payment.

Payment of the first instalment should be arranged at the same time as the instalment application form is submitted and in any case before the normal payment date either by using the bank giro transfer credit slip accompanying the invoice or by completing the standing order authorization at the back of this *Handbook* and sending it to your bank. *Please do not combine the £1·50 administration charge with the first instalment payment.*

Please note the following conditions attached to the instalment schemes:

1 The University reserves the right not to accept payment by instalments for any reason. Confirmation that payment will be accepted in instalments will be made by an appropriate fee statement (see below).

2 Withdrawal from any course does not remove liability to pay fees in full (but see Table 6, p. 42).

3 Only the course tuition fee element invoiced on letter reference L13 to continuing students in January may be paid in instalments. Any kit deposits due and/or any brought forward sums owing must be paid in full by 31 January 1978 and included with the first instalment (see example of student W on p. 43).

4 Failure to pay any tuition fee instalment may lead to cancellation of a student's registration for all courses.

5 In order to complete final registration all new students must pay the final course tuition fee in full. Students who pay the first instalment and then withdraw will be deemed not to have completed final registration (see p. 39).

6 Withdrawal from a course and/or surrender of summer school entitlement after 16 June 1978 will not alter a student's liability to pay the summer school fee in full. If instalment payments are not made the University will exercise its right to cancel conditional registration preferences for 1979.

7 Resit fees and kit deposits cannot be paid by instalment.

FEE STATEMENTS

The University will send all students paying by instalment confirmation of payments to be made by means of a fee statement like the example on page 45. Such statements may also be sent in other circumstances. The following notes will assist in the interpretation of any statement you may receive.

Date of statement All entries on your account and any changes made in your registration status up to this date will appear on the statement; this is not, however, the date of despatch.

Reason for sending statement All statements will carry an explanation why they have been sent printed underneath your name and address.

Course information All courses for which you were offered registration in the current academic year will be listed (together with date of withdrawal, if appropriate).

Net total liabilities The total amount to be paid (by the student and/or sponsor together) for each fee type after taking into account any withdrawal credits or liabilities. If, for example, a continuing student is offered registration for two half-credit courses in January and declines the offer of one of them in January then the total liability shown for the course tuition fee will be the amount due for one half credit course only. If he does not decline, but pays for only one, the total liability will be for both.

Summer school sponsorship credits Any sponsorship (for summer school fees only) will be shown here but only when the sponsor has indicated this to the University on the official summer school sponsorship form before the closing date for receipt (1 May 1978).

Payments received The dates shown will be those notified to the University by its bank as the dates on which payment was received (or on which the University received a cheque or postal order) and *not* the date on which payment was made.

Amounts due The amount shown due on any individual date is the *minimum* amount which must be paid by that date and takes into account all instalment schemes agreed.

THE OPEN UNIVERSITY

000250

THE OPEN UNIVERSITY
P.O. BOX 72
MILTON KEYNES
MK7 6AQ

FROM THE REGISTRY

SERIAL NO. F0000000

LETTER REF : FS10

STATEMENT OF FEE ACCOUNT
AS OF 15/08/78

O.U. STUDENT
ANY STREET
ANY TOWN
ANY COUNTY
CORRECT POSTCODE

THIS LETTER CONFIRMS THAT YOUR PAYMENT SCHEME UNDER THE INSTALMENT PLAN HAS NOW BEEN ALTERED TO THAT SHOWN BELOW. FOR FURTHER DETAILS OF THE INSTALMENT SCHEME AND INTERPRETATION OF THIS STATEMENT PLEASE SEE PP43–44 OF THE 1978 BA DEGREE HANDBOOK.

CURRENT COURSES	DS261	A303
NON-CURRENT COURSES (WITHDRAWAL DATE)		

NET TOTAL LIABILITIES

COURSE TUITION FEE	£78.00	SUMMER SCHOOL FEE £108.00	
		TOTAL	£186.00DR
SUMMER SCHOOL SPONSORSHIP CREDITS			£25·00CR

PAYMENTS RECEIVED

31/01/77	£78·00	20/05/77	£16·00	
			TOTAL	£94·00CR

REFUNDS MADE

TOTAL	£0·00DR

AMOUNTS DUE

OVERDUE	£25·50	DUE BY 19/08/77	£20·75
DUE BY 16/09/77	£20·75		
		TOTAL	£67·00DR

RETURNABLE DEPOSITS

If accepted for courses which require the use of home experiment kits you are required to pay a deposit for each kit at the same time as you pay your initial course tuition fee, in the case of new students, and the the course tuition fee in the case of continuing students. The deposit is £5 per half-credit course kit and £10 per full-credit course kit. If you return your kit in good condition in the original University packaging and provided you are not in debt to the University, your deposit will be refunded.

The University will call for the return of kits at its own expense when withdrawal is notified or at the end of the period of study for which the kit is required or at any other time which the University deems suitable providing that the student uses the method of transport chosen by the University and observes the dates during which the free return will operate. This arrangement will be clearly notified to students at the appropriate time. Outside these periods, and if the student is unable to use the form of transport chosen, the student must return the kits at his own expense. A student who fails to return a kit or fails to meet the cost of replacing part or all of the kit will not be eligible for the award of a credit certificate for that course or for the award of a degree. The University will charge a student for any durable item of significant value which the student fails to return, or returns in such a condition that it is unfit for reuse.

INSURANCE OF KITS

The Collective Kit Insurance Scheme will again be available to students taking courses where a home experiment kit is issued to them. This insurance will provide cover for accidental loss, damage, theft and loss in transit. Details of this insurance scheme will be given in the December 1977/January 1978 edition of *Sesame*.

STUDENTS IN DEBT TO THE UNIVERSITY

A student in debt to the University, whether for fees, damaged kit charges or for any other reason, cannot qualify for the award of a credit certificate or a degree (in debt includes the non-return of a home experiment kit). The University also reserves the right to refuse registration for a future course of study to a student who has not paid all appropriate fees, dues or other charges. Any sum paid for any fee liability by a student who is in debt to the University for a prior fee liability including a damaged or unreturned kit will be used in the first instance to reduce the amount of indebtedness of the student.

FINANCIAL ASSISTANCE FUND

The University has established a small fund to assist registered undergraduate students and applicants who have been accepted for admission to the University, who show evidence of financial need, to meet such fees or expenses as are required of them by the University, or which are thought desirable in the pursuit of their studies in accordance with the schedule detailed below, but who have been unsuccessful in finding alternative sources of help.

The sole criterion for awards will be financial hardship and the following schedule of provisions shall apply:

1 Loans or grants may be paid to registered undergraduate students to meet the University's final registration, course or summer school fees.

2 Loans or grants may be made to undergraduate applicants for admission to assist payment of the University's initial course tuition fees and returnable deposits.

3 In exceptional cases, grants or loans may be made available for purposes other than those described in 1 and 2 above.

4 A loan may be converted to a grant at the discretion of the University.

Set books for courses are available for loan to students who apply to the Financial Assistance Fund.

The fund is administered by the Financial Awards Committee and its decisions on all applications to the fund shall be final. Students wishing to seek assistance should contact their tutor-counsellor in order to obtain an application form which, when completed, should be forwarded to their Regional Office and *not* direct to Walton Hall. Exceptionally, application forms may be forwarded direct to the Regional Office or Walton Hall if an applicant is unwilling that his tutor-counsellor should be made aware of any aspects of his personal financial circumstances. A covering letter to this effect must always be forwarded. *Applications received after the date due for payment of the fee for which assistance is sought cannot be considered.* In cases of difficulty, forms can be obtained from regional offices. Funds available are limited, but it is hoped that donations from outside sources will extend the amount of support that can be given. Contributions to the fund are welcomed, and may be sent to the Student Records Officer.

GRANTS

Although full-time students enrolled for degree or equivalent studies at university automatically become entitled to grants from their local authority, as a part-time student you do not qualify in this way and any help you are able to obtain will be at the discretion of your local education authority. The local authorities' associations have advised their member education authorities to give financial support to those Open University undergraduates who are required to attend summer school as an integral part of their studies, in respect of the first £25 of the summer school fee and of the associated travelling expenses actually incurred.

Some authorities pay the full cost of summer school fees and others are prepared to give further assistance to students who can show evidence of particular financial hardship. You are strongly advised to contact your own local education authority to ask what assistance they are willing to give you as an Open University student especially if you are likely to register for a course with a summer school obligation.

There are three further points to note in connection with local education authority (LEA) grants to Open University students:

(a) The authorities define a course as a one-year self-contained course leading to an undergraduate full or half credit.

(b) The authorities normally make discretionary grants in respect of courses taken in any one year. This has the implication that a student must apply again for grant support for subsequent courses in subsequent years. Failure in a course may affect an application for a grant in the following year, whether the student is repeating the course or taking another.

(c) The LEA in whose jurisdiction the student resides on 31 October *preceding* the year in which the course is taken, is responsible for his grant and will continue to be responsible in that year, even if the student moves to the jurisdiction of another LEA.

In addition to local authority financial assistance, a number of employers are willing to give financial support towards fees to members of their staff, and many firms and organizations are prepared to grant leave on full pay to their employees who attend an Open University summer school. The University has prepared a short leaflet for employers which is available from the Student Enquiry Service (see p. 73) who are also willing to send the leaflet direct to employers at the request of individual students.

A useful publication in connection with grants is *Educational Charities*, published by the National Union of Students, 3 Endsleigh Street, London WC1H 0DU (price 45p including postage).

SPONSORSHIP FOR SUMMER SCHOOL FEES

The University has made special arrangements whereby a sponsor can be billed direct for the summer school fee when the University has certified to the sponsor that the student has satisfactorily attended the school. (These arrangements do not apply to the initial course tuition, final course tuition or course tuition fees or home experiment kit deposits.) Early in March students will be sent a sponsorship form in triplicate, indicating the amount of the summer school fee liability. The form is then forwarded by the student to his sponsor, who indicates on it the amount of support. Students should note that it is essential for them to pass the forms to their sponsors in good time, since the completed forms must be sent by sponsors to reach the University not later than 1 May 1978. One copy of the form is returned to the student; one is sent to the University and the third is retained by the sponsor. Provided the sponsor submits the form to the University by 1 May 1978 the University will send the fee demand direct to the sponsor. Sponsorship forms received after this date cannot be accepted and the student will be billed for the appropriate fee. Students should note that even where a sponsor has undertaken to pay the fee, the student remains responsible to the University for any amount not paid. Note that a student who withdraws or surrenders his entitlement (see p. 35) or who fails to attend will be billed as if he had not been sponsored for the summer school in question. A previously sponsored student who restores his surrendered summer school entitlement by paying the full fee is advised to use his certificate of attendance (see p. 35) to claim repayment from the sponsor after the event.

OTHER METHODS OF PROVIDING FINANCIAL SUPPORT

Two alternative methods of providing financial support are available to students and sponsors if the special arrangements described above cannot be used:

1 Direct payment to the University: in some cases a sponsor may be prepared to pay fees on behalf of a student using the fee demand letter addressed to the student.

2 Reimbursement: some sponsors may be prepared to assist students if the student pays the fee and subsequently applies for reimbursement, presenting the stamped giro counterfoil and summer school attendance certificate.

BUDGETING FOR YOUR FEES

Dates for payment of fees have been phased as far as practicable to help you budget for your fees on a monthly basis—and save at a rate per month according to the number and type of courses you are taking. In addition payment can be made in arrears through the fee instalments system. If you experience major financial difficulty you should consult your tutor-counsellor for further advice.

RECEIPTS

The University does not normally issue receipts except where these are required by students seeking reimbursement of fees from their local education authority or other third party. If you require a receipt for this purpose you should write to The Finance Division, The Open University, PO Box 77, Milton Keynes, MK3 6HN. All receipts issued will be in the form of a statement of account (see pp. 44–45).

BURSARIES

The following is a list of bursaries currently available to the University. Students for (a) and (b) are nominated by the Financial Awards Committee.

(a) Williams and Glyn's Bank Award

An annual prize of £100 to students who obtain a first class honours degree and are not *entitled* to credit exemptions.

(b) National Westminster Bank Award

A prize of £100 to a disabled student who achieves an Honours degree, and prizes of £50 to first year students who obtain a Distinction in their Foundation course, and who previously had no normal University entrance requirements.

(c) Ham Memorial Trust Fund

An annual award made to an outstanding T100 student. The value and award winners are determined by the Technology Faculty.

(d) The Louis de Broglie Prize

An award made by the Science Faculty on a recommendation of the Examining Board of SM351, or the equivalent Examining Boards for remade versions of this course, to a student showing outstanding ability on the SM351 course.

(e) Earth Science Prize

An award made by the Department of Earth Sciences, in the Science Faculty. Criteria include overall performance in S333, and project work.

CALENDAR OF EVENTS 1978

The table below is a summary of the important administrative dates and main events during the 1978 academic year. Please refer to the appropriate sections of the *Handbook* for full information about events listed and action to be taken.

Table 8

Date	Group of students concerned	Event	Action to be taken: Notes
4 January	New applicants	Applications for undergraduate courses invited for 1979	Complete and submit application forms
Early January	Continuing students only	Notification of 1977 course results, 1978 course allocation and fees—letter ref L13	1 Decline unwanted courses 2 If desired, apply to pay by instalments 3 Pay fees (The letters will be dispatched in time to reach students by 13 January)
31 January	Continuing students only	Last date for payment of course tuition fee (or first instalment). Last date to apply to pay by instalments	Registration will be cancelled if payment is not made by this date
5 February	Students taking certain educational studies, mathematics and science courses	Introductory programmes start	
11 February onwards	All students	Course broadcasts start	
Mid-late February	All students	Summer school preference forms dispatched	Return completed form to Summer Schools Allocation Office
Late February–early March	All students	Summer school sponsorship forms dispatched	Send form to LEA, employer etc
3 March	Continuing students only	Last date for payment of second instalment of course tuition fees	Registration will be cancelled if payment is not made on time
Mid-March	First year students only	Invoices dispatched for final course tuition fees inviting completion of final registration—letter ref L8	1 Withdraw from unwanted courses 2 If desired, apply to pay by instalments 3 Pay fees (The letters will be dispatched in time to reach students by the end of March)
Mid-late March	Selected continuing students	Invoices for resit examination fee dispatched—letter ref L18	1 Decline unwanted resit examination(s) 2 Pay fees (The letters will be dispatched in time to reach students by the end of March)
23–9 March	All students	No broadcast programmes	

Date	Group of students concerned	Event	Action to be taken: Notes
3 April	Continuing students only	Last date for payment of third instalment of course tuition fee	Registration will be cancelled if payment is not made on time
14 April	First year students only	Last date for payment of final course tuition fee (or first instalment). Last date to apply to pay by instalments	Registration will be cancelled if payment is not made on time
15 April	Students taking courses with summer school requirement	First (£20) summer school liability incurred	Liability incurred irrespective of attendance
21 April	Selected continuing students	Last date for payment of resit examination fee	Entitlement to resit examinations in 1978 will normally be cancelled if payment not made by this date
30 April	Students who have previously discontinued studies	Last date for requesting a conditional registration for 1979 courses from Student Records Office	Registration for 1979 courses will not normally be possible if request for conditional registration form is not made on time
1 May	Students taking courses with summer school requirement	Last date for acceptance of sponsorship forms for summer schools	Sponsorship forms cannot be accepted after this date and students will be billed for the full fee
3 May	Continuing students only	Last date for payment of fourth and final instalment of course tuition fee	Registration will be cancelled if payment is not made on time
12 May	First year students only	Last date for payment of second and final instalment of final course tuition fee	1 Registration will be cancelled if payment is not made on time 2 Non-payment will mean that final registration is *not* completed
Mid May	Students taking courses with a summer school requirement	Allocation of students from whom no preference forms have been received	Arrange to attend allocated summer school, apply for reallocation or withdraw/surrender before 16 June
Mid-late May	All students	Invoices for summer school fee dispatched—letter ref L11	1 If desired, apply to pay by instalments 2 Pay fee (The letter will be dispatched in time to reach students by the end of May)
29 May	All students	Spring Bank Holiday	
31 May	All students	Date by which conditional registration forms for 1979 courses should be received by the Student Records Office	Forms received back from students after 31 May will be accepted only at the discretion of the Student Records Officer
16 June	Students taking courses with summer school requirements	Last date for payment of summer school fee (or first instalment) Full summer school liability incurred	1 Liability incurred irrespective of attendance
14 July	Students taking courses with summer school requirements	Last date for payment of second instalment summer school fee	
15 July	Students taking courses with summer school requirements	Summer schools start	
14 August	Students taking courses with summer school requirements	Last date for payment of third instalment of summer school fee	
28 August	All students	Autumn Bank Holiday	
9 September	Students taking courses with summer school requirements	Summer schools end	
14 September	Students taking courses with summer school requirements	Last date for payment of fourth and final instalment of summer school fee	Students in debt to the University will have any conditional registration preferences submitted for 1979 cancelled
30 September	Students taking courses with summer school requirement and still working for credit	Last date for summer school excusal applications to be received by Student Records Office	
2 October	All students	Last date for amendments of conditional registration forms for 1979 to be received by Student Records Office	
16 October–8 November	All students	Course examinations	

Appendix 1 REGULATIONS

Any Regulations to which substantive alterations have been made, since they appeared in the *BA Degree Handbook 1977*, are shown by a line in the left-hand margin. Where such alterations have been made students will find the main body of the text (Sections 1–6) altered accordingly.

PREAMBLE TO THE REGULATIONS

It is the responsibility of the student to ensure that he or she conforms to the Regulations of the University as promulgated in official publications. The University will be pleased to assist the student wherever possible, but if the student makes a decision which does not conform to the appropriate regulations, he or she will have no right of appeal.

GENERAL REGULATIONS FOR DEGREES, DIPLOMAS, CERTIFICATES OR OTHER AWARDS OF THE UNIVERSITY

(The University reserves the right to change the regulations at any time. See Regulation G3 below.)

Authority of the Senate to make regulations

G1 In exercise of the powers conferred upon it by the Charter, the Senate shall, from time to time, make regulations regarding the admission of persons, as students, to programmes of study or research leading to degrees, diplomas, certificates (including credit certificates) or other awards of the University, their continuance therein, the content of those programmes, the teaching or supervision of the students engaged upon them, and the manner of assessment used to determine those who shall qualify for an award.

Publicity for regulations and their mode of application

G2 Regulations made by the Senate shall be published (in an official publication of the University). The Senate shall also make known (through the same medium) the manner in which it applies the regulations.

Changes in regulations or their mode of application

G3 The Senate may, from time to time, alter the regulations or the manner in which it applies them, but will not normally do so, so as to affect courses which have begun or for which students are currently registered. Any such alterations shall take effect from the date they are made or expressed to be in force and shall apply thereafter to all courses and students affected thereby. The Senate shall give reasonable notice of the coming into effect of such alterations.

Registration

Necessity for registration

G4 No person shall be admitted to, or permitted to continue in, a programme of study or research as a candidate for a degree, diploma, certificate (including credit certificate) or other award of the University unless he complies with the requirements prescribed by the Senate in the matter of registration. (See Schedule A attached to these Regulations.)

G5 (*This regulation has been deleted.*)

Fees

Fees and dues prescribed by the Council

G6 Every person admitted to a programme of study for a degree, diploma, certificate (including credit certificate) or other award of the University, or to any part of such a programme of study, shall pay, at the time required, such fees and other dues as the Council, after consultation with the Senate, shall prescribe. (See Schedule B attached to these Regulations.)

Penalties for non-payment of fees and dues

G7 The Senate

(a) reserves the right to refuse registration (for a further course of study) to a person who is in debt to the University; and

(b) shall not grant to any person who is in debt to the University a degree, diploma, certificate (including credit certificate) or other award.

Discipline

Code of practice for student discipline

G8 Every student of the University, whether provisionally, conditionally or finally registered as such, shall be subject to the Code of Practice for Student Discipline, made by the Senate with the approval of the Council. (See Schedule C attached to these Regulations.)

Assignments, Assessments and Examinations

Assignments, assessment and examination rules

G9 The Senate shall prescribe rules for students in the matters of assignments, assessments and examination for any degree, diploma, certificate (including credit certificate) or other award of the University. (See Schedule D and Schedule E attached to these Regulations.)

SCHEDULE A TO THE GENERAL REGULATIONS

RULES RELATING TO REGISTRATION AS AN UNDERGRADUATE STUDENT AND FOR UNDERGRADUATE COURSES IN 1978

(These rules have the force of Regulations made by the Senate.)

Provisional registration as an undergraduate

1 To be registered provisionally as an undergraduate student of the University, a person shall satisfy the Senate in all the following respects:
(i) by applying to be a student in the manner prescribed;
(ii) by being accepted as a student for a particular course, or particular courses;
(iii) by paying the fee appropriate thereto.

Final registration as an undergraduate

2 To be finally registered as an undergraduate student of the University, a person shall satisfy the Senate in all the following respects:
(i) by completing the requirements for provisional registration as specified above;
(ii) by giving evidence of serious intent in the form of the submission, by a date appointed by the Senate, of such study assignments as may be required;
(iii) by paying the fee appropriate to final registration for a particular course or courses for which he has been provisionally registered.

Subsequent course registration

3 In order actively to continue his studies in any academic year subsequent to that in which he has been finally registered, an undergraduate student of the University shall satisfy the Senate in the following respects:
(i) by being conditionally registered in the year preceding that in which he wishes to continue his studies in a manner prescribed and by a date appointed by the Senate, and in connection with such conditional registration, nominating the particular course or particular courses for which he seeks registration in order to continue his studies;
(ii) by being registered for this particular course or particular courses which, the Senate offering him for the purpose of the continuation of his studies, he is prepared to pursue and by paying the course fee appropriate to the continuation of his studies.

Students who do not finally register

4 A provisionally registered undergraduate student who does not finally register as an undergraduate, has no more right to continue his studies in the following year than a new applicant for admission to the University and must, therefore, if he wishes to continue, reapply by submitting an application form for provisional registration prior to the closing date for receipt of applications for admission.

Students who finally register and fail to obtain a credit

5 A student who is finally registered as an undergraduate and conditionally registers to continue his studies in a later year, but who has failed to obtain a

foundation course credit is guaranteed registration for at least a foundation course of his choice in any year following that in which he was last registered.

Students who finally register and who are awarded a credit

6 A student who completes the requirements for conditional registration and who is awarded a certificate of credit in any one course or half course is guaranteed registration for at least one full-credit course (or two half-credit courses) for which he is eligible to register in the following year, or any future year. In the case of a student awarded a certificate of credit in a foundation course, registration for the foundation course of his choice in the following year or in any future year is guaranteed.

SCHEDULE B TO THE GENERAL REGULATIONS

RULES RELATING TO FEES FOR UNDERGRADUATE STUDENTS REGISTERED FOR UNDERGRADUATE COURSES

(These rules have the force of Regulations made by the Senate.)

General

Payment of fees

1 All fees, deposits and other dues are payable on demand and must be paid in the manner and by the dates prescribed. Receipts for payments are not normally issued.

Changes to fees

2 The Council of the University reserves the right to change fees, deposits and other dues without prior notice.

Fee refunds

3 The University does not refund initial course tuition, final course tuition, course tuition, summer school, credit exemption claim or other fees nor is it possible to carry forward such fees to a student's credit against future fee liability.

Course Fees

Initial course tuition fee (new students)

4 The initial course tuition fee for each foundation course and for courses MST281 and TM281 (it is not permissible to register provisionally as an undergraduate student by paying the initial course tuition fee for MST281 or TM281 alone) is to be paid prior to the commencement of courses by all students who have not previously completed the requirements for final registration as an undergraduate student. Payment of the fee entitles a student to provisional registration as an undergraduate student, to provisional registration for the course, and to course tuition and course material up to the time of final registration. A provisionally registered undergraduate student who withdraws from all courses before final registration, and who later reapplies for admission for a subsequent year, must, if offered a place, pay the initial course tuition fee again. Failure to pay the initial course tuition fee may result in the cancellation of the place offered.

Final course tuition fee (new students)

5 The final course tuition fee for each foundation course and for courses MST281 and TM281 is payable by students who have completed the academic requirements for final registration. Payment of the fee entitles a student to final registration as an undergraduate student, to final registration for the course, to course tuition, other than summer school tuition, and to course material for the current year's course. Failure to pay the fee by the due date for any one course means that the student is no longer entitled to course tuition or course material; the course cannot be completed for credit; the University reserves the right to cancel registration for that course without further notice, and to cancel any summer school place allocated for that course.

Course tuition fee (continuing students)

6 The course tuition fee is payable by an undergraduate student registering for any undergraduate course in the academic year immediately following that in which he completed the requirements for final registration as an undergraduate student and in any subsequent year. Payment of the fee entitles a student to registration for the course and to course tuition, other than summer school tuition, and to course material for the current year's course.

Failure to pay the fee by the due date for any course means that the student is no longer entitled to course tuition or course material; the course cannot be completed for credit; the University reserves the right to cancel registration for that course without further notice, and to cancel any summer school place allocated for that course.

Summer school fee

7 All students who register for a course which has associated with it a summer school, by paying the final course tuition fee (for new students) or the course tuition fee (for continuing students) enter into an obligation to pay the summer school fee(s) and *the University reserves the right to require payment of the fee in full, whether or not the student attends the summer school.* Payment of the fee entitles the student to attend the one-week summer school. *No adjustment to the fee is made whether or not the summer school is attended residentially.* Without prejudice to normal legal remedies, failure to pay the appropriate fee(s) means that the course cannot be completed for credit.

Sponsorship

8 Notwithstanding an undertaking made by a sponsor to pay any fees on behalf of a student, *the student remains liable to the University for payment of all balances outstanding.*

Home experiment kit deposits and indemnity

9 Students registering for a full- or half-credit course which has associated with it a home experiment kit are required:

(a) to pay a deposit which will be refunded on return of the kit in good condition in the original University packaging, provided that the student is not in debt to the University;

(b) to sign a written undertaking accepting full liability for replacement and indemnifying the University from any liability arising from the use or misuse of any part or component of the kit, whether by the student or by a third party.

Payment of the deposit and signing of the indemnity letter entitles a student to borrow the kit for the duration of the course or for such a lesser period as may be notified. Failure to sign the indemnity letter means that the kit will not be sent to a student.

Credit exemption claim fee

10 The credit exemption claim fee is payable when the claim for exemption is made. Payment of the fee entitles a student to have his credit exemption claim considered. Failure to pay the fee means that the claim will not be considered.

Students in debt

11 Until the appropriate course fees and all other dues have been paid, students will not be awarded a course credit certificate. Without prejudice to normal legal remedies, the University reserves the right to refuse registration for a further course of study to a student who is in debt to the University. No degree or diploma shall be conferred upon a student who is in debt to the University.

Examinations overseas

12 Students, with the exception of members of Her Majesty's Forces and those accompanying Her Majesty's Forces, who are given permission to sit an examination overseas are required to pay in advance of the examination a special fee for each examination taken overseas.

Resit fees

13 A fee per course will be payable prior to the examination by students resitting examinations.

Computer data

14 A registered student is entitled to a print-out of the data held on his personal computer record. In the period 1 to 21 June, a reduced fee is charged for this service.

SCHEDULE C TO THE GENERAL REGULATIONS

CODE OF PRACTICE FOR STUDENT DISCIPLINE

Article 4 of the Charter of the University confers on the University the following powers:

(i) 'On what the University shall deem to be good cause to deprive persons of any Degrees or other distinctions conferred upon them by the University and to revoke any Diplomas or Certificates granted to them by the University.' (Article 4 (d))

and:

(ii) 'To provide for the discipline of the students of the University by such means as may be prescribed in this our Charter, the Statutes, Ordinances and Regulations.' (Article 4 (i))

The Second Schedule to the Charter of the University promulgates the following statutes relating to the discipline of the students of the University:

Statute 5 (5)

'The Vice-Chancellor may refuse to enrol any person as a student of the University and may, subject to the provisions of these Statutes and any Regulations made thereunder, suspend any person from any course or courses or from the use of certain teaching materials or services and may exclude or authorise the exclusion of any person from any part of the University or premises in use by it. He shall report any such suspension or exclusion to the Senate at its next meeting which shall then consider the matter in relation to the Code of Practice required under Statute 16 (22)'.

Statute 16

'The Senate shall, subject to the Charter and these Statutes, in addition to all other powers vested in it, have the following powers:

16 (16): to revoke any Degree or other distinction conferred by the University and all privileges connected therewith if the holder thereof has been convicted of a crime for which he has been sentenced to imprisonment and the Senate considers that the crime is one which renders him unfit to be a member or graduate of the University.

16 (22): to regulate the discipline of the University in accordance with a Code of Practice to be approved by the Council on the recommendation of the Senate.

16 (23): to expel any student guilty of grave misconduct after giving him an opportunity to appear personally and to be heard by the body established by the said Code of Practice which shall include the right of a student to be represented at a hearing, to call and to question witnesses and to have reasons assigned (if asked for) for any decisions that may be taken by the Senate leading to his expulsion.'

CODE OF PRACTICE

1 Application

In accordance with Article 4 of the Charter and Statute 16 (22) of the University, this Disciplinary Code applies to all those registered with the Open University for undergraduate, associate student or other courses of the University or as a higher degree student (hereinafter called 'a student' or 'students').

2 Disciplinary Offences

The University will regard the following as disciplinary offences which may render a student liable to such penalties as may be imposed by the appropriate University disciplinary authority under this code whether or not action is taken under the law:

(i) conduct which unreasonably obstructs the teaching, learning, research or consultative activities of the Open University, its staff or students;

(ii) conduct in relation to premises used for a residential or day school, a study centre, an examination centre, a library, a laboratory or a research or other facility provided by another institution for use by students of the Open University, which either

(a) constitutes a serious breach of the regulations of that institution or

(b) can be said to bring the name of the University into disrepute;

(iii) conduct prejudicial to the assessment procedures or examinations of the University which is in breach of the University's examination rules in the case of undergraduate or associate students or of the regulations governing the award of higher degrees for advanced study or research in the case of postgraduate students;

(iv) knowingly making any false statement or falsifying any evidence in support of:

(a) an application or claim for exemption or excusal from, or deferment of, any of the course, certificate, diploma or degree requirements of the University,

(b) an application to the Financial Awards Committee or other University body for a grant, bursary, prize, scholarship or any other form of award, allowance or assistance,

(c) a claim for the reimbursement of travel or subsistence expenses,

(v) subject to the provisions of this code for any right of appeal, failure to comply with any penalty imposed by a University disciplinary authority;

(vi) the unauthorised disclosure of confidential information including that relating to the proceedings of a University body, subject to the provisions of relevant codes of practice which may be issued from time to time.

3 Penalties

Subject to the provisions of the code and to any guidelines which may from time to time be promulgated by the Senate and the Council, a University disciplinary authority may impose such penalty or penalties as may be considered appropriate for disciplinary offences, which penalty or penalties may include:

(i) a caution, oral or written: an oral caution being administered by the Dean of the Faculty, the Regional Director or the School Director as appropriate, in the presence of at least two witnesses and then being recorded on the student's file;

(ii) restitution covering all or part of the cost of damage to or replacement of property or of any monies paid or loaned by the Financial Awards Committee or other University body;

(iii) temporary or permanent exclusion from the use of any facility or facilities available to students of the Open University;

(iv) expulsion from a residential or day school (this penalty will not in itself preclude the award of a course credit);

(v) temporary or permanent withdrawal of registration with the University;

(vi) the withholding of the credit or credits for a course or courses taken during the year in which the disciplinary offence was committed or for research undertaken during the year concerned, or of a higher degree;

(vii) the revoking of any Degree, Diploma, course credit, research credit or any other distinction awarded or conferred;

(viii) the revoking of any assessment which contributes to the award or conferment of any Degree, Diploma, course credit, research credit or other distinction;

(ix) the revoking of any credit exemptions, transferred credits or periods of study or examinations deemed to be the equivalent of any Degree, Diploma, course credit, research credit or other distinction.

4 Powers of Disciplinary Authorities

(i) *The Vice-Chancellor*

In accordance with Statute 5 (5), the Vice-Chancellor may refuse to enrol any person as a student of the University and may, subject to the provisions of the Statutes and Regulations of the University, suspend any person from any course or courses or from the use of certain teaching materials or services and may exclude or authorise the exclusion of any person from any part of the University or premises in use by it.

He shall report any such suspension or exclusion to the Senate at its next meeting which shall then consider the matter in relation to this disciplinary code.

(ii) *Regional Director*

A Regional Director, as a disciplinary authority, acts within his own region in the first instance only to deal with offences under 2 (i), 2 (ii) and 2 (iv) (c) above and may:

(a) administer an oral or written caution (section 3 (i) above)

(b) determine that a student causing loss of or wilful damage to property or obtaining any monies fraudulently from the University shall make appropriate restitution (section 3 (ii) above)

(c) impose a temporary suspension from the use of any services or facilities provided for students in the region for offences involving a serious breach of the regulations of a host institution or bringing the name of the University into disrepute or expel a student from a day school (section 3 (iii) above)

(d) refer a case to the Regional Disciplinary Committee for a hearing and, where appropriate, for the imposition of a penalty.

Appeals against such decisions are considered by the Regional Disciplinary Committee.

(iii) *Dean of a Faculty*

In respect only of a student registered for a post-graduate research credit for whom the Faculty concerned is administratively responsible, the Dean acting in the first instance may in relation to offences under 2 (i), 2 (ii) and 2 (iv) (c) above:

(a) administer an oral or written caution (section 3 (i) above)

(b) impose a temporary suspension from the use of any facilities provided for students (section 3 (iii) above)

(c) refer a case to the appropriate Faculty Disciplinary Committee for a hearing and, where appropriate, for the imposition of a penalty.

Appeals against such decisions are considered by the Faculty Disciplinary Committee

(iv) *Regional Disciplinary Committee*

A Regional Disciplinary Committee acts in the first instance on cases referred to it by the Regional Director and may:

(a) require the Regional Director to administer an oral or written caution (section 3 (i) above)

(b) determine that a student causing loss of or wilful damage to property or obtaining any monies fraudulently from the University shall make appropriate restitution (section 3 (ii) above)

(c) impose a temporary or permanent suspension or exclusion from any services or facilities provided for students in the region for offences involving a serious breach of the regulations of a host institution or bringing the name of the University into disrepute (section 3 (iii) above)

(d) recommend to the Central Disciplinary Committee the suspension of registration with the University (section 3 (v) above).

Appeals against decisions of a Regional Disciplinary Committee are considered by the Central Disciplinary Committee.

(v) *Faculty Disciplinary Committee*

A Faculty Disciplinary Committee acts in the first instance on cases in respect of higher degree students referred to it by the Dean of the Faculty, and may:

(a) require the Dean of the Faculty to administer an oral or written caution (section 3 (i) above)

(b) determine that a student causing loss of or wilful damage to property or obtaining any monies fraudulently from the University shall make appropriate restitution (section 3 (ii) above)

(c) impose a temporary or permanent suspension or exclusion from any services or facilities provided for students (section 3 (iii) above)

(d) recommended to the Central Disciplinary Committee the suspension of registration with the University (section 3 (v) above).

Appeals against decisions of a Faculty Disciplinary Committee are considered by the Central Disciplinary Committee.

(vi) *School Director of a Summer School*

The School Director of a Summer School, acting as a disciplinary authority in relation to the students attending the Summer School, may in relation to offences under 2 (i) or 2 (ii) above:

(a) administer an oral or written caution (section 3 (i) above)

(b) determine that a student causing loss of or wilful damage to property shall make appropriate restitution (section 3 (ii) above)

(c) impose a temporary suspension or exclusion from facilities provided at the Summer School for students (section 3 (iii) above)

(d) expel a student from the Summer School for a disciplinary offence (section 3 (iv) above)

(e) remove a student from the Summer School in cases where no disciplinary offence has been committed but where the School Director, after full consultation with the Course Director, assesses that the student's continued presence at the school would not be in the interests of either the student or the school.

Appeals in connection with (a), (b) and (c) above are considered by a Regional Disciplinary Committee, those relating to (d) by the Central Disciplinary Committee. Expulsion from a Summer School will not in itself preclude the award of a course credit.

(vii) *Senior Invigilator*

The Senior Invigilator, acting as a disciplinary authority in relation to offences under 2 (i), (ii), and (iii) above, may discontinue the examination of the student concerned and expel the student from the examination room if it is felt by the Senior Invigilator that such disciplinary action is essential.

Appeals against the consequences of exclusion are considered by the Central Disciplinary Committee. Expulsion from an examination room will not in itself preclude the award of a course credit.

(viii) *The Central Disciplinary Committee*

Acting in the first instance, the Central Disciplinary Committee considers alleged offences arising from a breach of the University's regulations relating to examinations and assessment or higher degrees (2 (iii) above), those arising from the making of false statements or falsifying evidence (2 (iv) above) and those involving the unauthorised disclosure of confidential information (2 (vi) above), and may:

(a) on the recommendation of a Regional or Faculty Disciplinary Committee, either temporarily or permanently suspend a student's registration with the University (section 3 (v) above)

(b) withhold or revoke any Degree, Diploma, course credit, research

credit, credit exemption or other award (section 3 (vi), 3 (vii), 3 (viii) or 3 (ix))
(c) impose such other penalty or penalties as may be considered appropriate for the disciplinary offences referred to it.

5 Appeal Provisions

Except where provided for in section 5 (b) below, a student who has been subjected to disciplinary action under the appropriate provisions of this code may appeal against the findings of the disciplinary authority or the penalty imposed, or both, by writing to the University Secretary within seven days of the receipt of the decision of the disciplinary authority. Pending the hearing of the appeal the student shall observe any suspension imposed.

(a) *rights of appeal*

(i) *against decisions of a Regional Director or Dean*
A student may appeal against a disciplinary action by a Regional Director or a Dean of a Faculty to the Regional or Faculty Disciplinary Committee. When acting as an appeal committee the Regional or Faculty Disciplinary Committee shall have the power to set aside or confirm the original finding. In the latter case it may set aside, reduce or confirm the penalty awarded but may not increase such penalty.

(ii) *against decisions of a Regional or Faculty Disciplinary Committee or the School Director of a Summer School*
A student may appeal against disciplinary action by a Regional or Faculty Disciplinary Committee or by the School Director of a Summer School to the Central Disciplinary Committee, which may set aside, reduce or confirm, but not increase, any penalty imposed if the original finding is confirmed.

(iii) *against decisions of the Central Disciplinary Committee*
A student disputing a decision of the Central Disciplinary Committee acting in the first instance may appeal to a special Appeals Committee of the Senate.

(iv) *against decisions of a School Director of a Summer School*
A student cautioned, discharged or temporarily suspended from a Summer School by a School Director may appeal to the appropriate Regional Disciplinary Committee against the finding, the penalty imposed or both.
A student expelled from a Summer School by the School Director may appeal to the Central Disciplinary Committee against the consequences of expulsion.

(v) *against decisions of a Chief Invigilator*
A student expelled from an examination room by a Chief Invigilator may appeal to the Central Disciplinary Committee against the consequences of expulsion.

(b) *decisions against which there is no right of appeal*
There is no right of appeal against the following decisions:
(i) those of the Central Disciplinary Committee acting as an appeal body in respect of findings of a Regional or Faculty Disciplinary Committee acting in the first instance,
(ii) those of a special Appeals Committee of the Senate in respect of findings of the Central Disciplinary Committee acting in the first instance.

6 Disciplinary Procedures

(i) *A Regional Director, Dean of a Faculty or Director of a Summer School* in dealing with an alleged offence shall:
(a) within two weeks interview or obtain a signed statement from any person stated to have knowledge of the circumstances of the alleged charge.

(b) without delay, make the substance of this evidence available to the student and shall hear the student's own version of the matters charged if he is satisfied that there is a *prima facie* case against him.

(c) inform any student upon whom he proposes to impose a penalty of the student's right of appeal against the findings or the penalty or both, to the Regional Disciplinary Committee or to the Faculty Disciplinary Committee as appropriate.

(ii) *In the case of Regional Disciplinary Committees, Faculty Disciplinary Committees and the Central Disciplinary Committee,* five members shall constitute a quorum and for each hearing a Chairman shall be appointed in advance of the hearing by the Pro-Vice-Chancellor (Student Affairs). Unless otherwise agreed with the student charged with the alleged offence, a hearing shall take place within four weeks of the alleged offence or the lodging of an appeal as the case may be. All such committees shall, unless otherwise agreed with the student charged with the alleged offence, observe the following procedure:

(iii) *At a first hearing:*

(a) at least two weeks before the date of the hearing the Secretary of the Committee shall send the student an account of the offence with which he is charged. In consultation with the University Secretary, the secretary of the Committee shall also on request supply the student with such information and guidance as may be considered reasonable, and shall ask for signed statements from the student and if appropriate from any other person stated to have direct knowledge of the charge.

(b) at the first hearing the case against the student shall normally be presented in the presence of the student and of any nominated friend, except where otherwise agreed with the student charged with the alleged offence or where the student has declined to appear in person, when the hearing may take place either in the student's absence or with only a nominated friend in attendance.

(c) the case against the student shall then be presented by either:

the Regional Director (or his nominee) or by the Dean of the Faculty (or his nominee) as appropriate, or

by the Chairman of the appropriate Regional or Faculty Disciplinary Committee, or

in the case of alleged offences under sections 2 (iii) to 2 (vi) of this Code, by a person appointed by the Central Disciplinary Committee for the purpose.

(d) the case for the student shall be presented either by the student himself or by his nominated friend as the case may be.

(e) both parties in the case shall have the right to call witnesses themselves and to examine any witness called.

(f) the person presenting the case against the student, the student if present and any nominated friend shall withdraw while the Committee considers its findings and the appropriate penalty if any.

(g) the decision of the committee shall be by simple majority, an equality of votes shall be interpreted in the manner most favourable to the student.

(h) in considering any penalty, the Committee shall be able to call for any information from the student's record as may be considered relevant in determining any penalty.

(i) the decision of the Committee may be conveyed orally to the student after the hearing but shall in any event be conveyed to him in writing.

(j) the Committee shall inform the student of any right to appeal.

(iv) When acting as an appeal body, a disciplinary committee shall observe the procedures outlined in section 6 (iii) above where they are appropriate, with the addition that the committee may call for or take into account any further material evidence which has emerged since the first hearing of the case or which is considered by the committee to be relevant to the appeal.

(v) The School Director of a Summer School shall observe the same rules and procedures as those contained in Section 6 (i) above except that, where he expels the student from the Summer School, he shall inform the student of his right to appeal against the consequences of expulsion to the Central Disciplinary Committee.

(vi) The Appeals Committee of the Senate shall observe the rules and procedures set out in Section 6 (iii) and 6 (iv) as the case may be, except that:

(a) The case must be heard by the full Appeals Committee.

(b) The case against the student shall be presented by the Chairman of the Central Disciplinary Committee, as constituted for the case in question.

(c) There shall be no appeal against the decision of the Appeals Committee, which shall be subject to ratification by the Senate.

(vii) Every disciplinary authority of the University shall report in writing to the Senate on the penalties imposed during the period between meetings of the Senate and on any disciplinary cases heard and dismissed.

SCHEDULE D TO THE GENERAL REGULATIONS

RULES RELATING TO ASSIGNMENTS

(These rules have the force of Regulations made by the Senate.)

Number of Assignments

Communication of requirements

1 The number of assignments, both tutor-marked assignments and computer-marked assignments, to be completed by a student registered for a particular course in any one academic year will be communicated to him by the University.

Assignments for assessment purposes

2 A student registered for a particular course in any academic year will be similarly advised regarding the number of tutor-marked assignments and the number of computer-marked assignments, out of the respective totals of these, which are to be used for purposes of his assessment in the course. The University reserves the right to designate particular assignments as being necessary for assessment purposes.

Non-submission of assignments

3 A student is expected to submit each assignment in a course, in the numbers communicated to him in terms of Rule 1 above. The assignments selected by the University from these, for purposes of the student's assessment in the course, will be those for which the highest grades have been awarded. A student who does not submit, in accordance with the requirements of these rules, a particular assignment will be given a zero score for that assignment; but this zero score will not be taken into account for purposes of his assessment in the course unless he has failed to submit the numbers of assignments as specified in terms of Rule 2 above or unless the particular assignment not submitted has previously been designated as necessary for assessment purposes.

Timing of Submission of Assignments

Submission dates

4 A student is expected to submit assignments in accordance with the date which will be communicated to him.

Tutor-marked assignments

5 In the matter of tutor-marked assignments, a student:

(a) may not submit an assignment later than the final submission date for that assignment, and any assignment received by a course tutor within 21 days after this date will be marked only on the authorization of the student's tutor-counsellor, and provided a course tutor is still available to mark the assignment. Any assignment received by a course tutor more than 21 days after the final submission date will be accepted for marking by the student's tutor-counsellor, only if authorization has been obtained from the Senior

Counsellor and if a course tutor is still available to mark the assignment. Where the assignment in question is to be marked by the student's tutor-counsellor, the tutor-counsellor shall have discretion to accept the assignment for marking within 21 days after the final submission date for the assignment. Any assignment received by the tutor-counsellor more than 21 days after the final submission date will be accepted for marking only on the authorization of the Senior Counsellor.

(b) notwithstanding the provision of sub-paragraph (a) above, will not have an assignment mark recorded if the assignment is submitted later than the final date for submission of assignments for the course, whatever the reason.

Computer-marked assignments

6 In the matter of computer-marked assignments a student may not submit an assignment later than the final submission date for that assignment.

Non-Receipt of Assignment Grades

Non-return of tutor-marked assignment

7 In the event of a tutor-marked assignment not being returned to a student within four weeks of its submission, a student should communicate with his tutor, and, failing a reply from him within ten days, the student should inform his Regional Office accordingly.

Computer-marked assignment grades

8 For computer-marked assignments, a student will receive from the University, at intervals, a communication recording the grades he has so far been assigned. The absence therefrom of a grade for a computer-marked assignment submitted may be taken to indicate either that the assignment was not received by the University in time for it to be processed and the relevant grade included in the communication, or that the assignment was received after the final submission date referred to in Rule 6 above and was therefore unacceptable.

Marking of Assignments

Resubmission of assignments

9 A student will not be permitted to resubmit any assignment, whether tutor-marked or computer-marked, in an attempt to improve the grade for that assignment.

Tutor-marked assignment grade appeals

10(a) A student dissatisfied with the grade awarded for a tutor-marked assignment or wishing to query any comments made by his course tutor on such an assignment must return the assignment for review so that it is received by the course tutor concerned within 28 days of the date shown on the assignment form (PT3) as being the date of despatch of the assignment by the course tutor to Walton Hall. Failure to do this means that the assignment cannot afterwards be sent on appeal for remarking unless a senior counsellor agrees that special circumstances exist.

In no circumstances is such an appeal or enquiry to be initially addressed to any other officer or authority within the University. If a student is not satisfied with the action taken by his course tutor in the matter of the appeal or enquiry, he should forward the assignment to the Regional Staff Tutor concerned together with all related correspondence, so that it is received by the staff tutor within 28 days of the date of the course tutor's decision.

(b) Notwithstanding the provision of sub-paragraph (a) above, an appeal against the grade awarded for a tutor-marked assignment must be received by the staff tutor not later than 21 days after the final date for submission of assignments for the course.

SCHEDULE E TO THE GENERAL REGULATIONS

EXAMINATION RULES

(These rules have the force of Regulations made by the Senate.)

Eligibility

1 A student will be eligible to sit an examination of the University provided

that he is registered for the course leading to that examination, or provided that he has been permitted to resit the examination in terms of Rule 18, Schedule E, below.

Examination centres

2 Examination centres will be distributed throughout Great Britain and Northern Ireland and, wherever possible, students will be allocated to centres which are convenient to their homes. In certain circumstances, and always provided sufficient notice is given to the University, students will be permitted to change their examination centre, or the day of their examination (if alternative papers are set), or both.

Supervision

3 In each examination centre there will be a senior invigilator who will be responsible for the conduct of the examinations.

Date and time

4 Each examination session will be conducted on the day and time shown on the timetable. No departure from the timetable will be permitted except in an emergency.

The time allowed for the examination will be that specified on the question paper. No extra time will be allowed (i) for reading the question paper; and (ii) to candidates who arrive late for an examination.

Admission to the examination room

5 (i) Each candidate is required to identify himself in the examination room by producing his signed student registration card, or in its absence, some other valid means of identification acceptable to the senior invigilator.

(ii) Candidates may take into the examination room only those materials authorized in the booklet, issued shortly before the examinations, entitled *Examination Arrangements*. Ladies will be permitted to take their handbags into the examination room; brief cases and other large bags, however, will not be permitted.

(iii) Candidates may take small quantities of food and/or drink into the examination room provided that the consumption thereof does not cause annoyance to other candidates.

(iv) A candidate who arrives late will be admitted to the examination room without question during the first half-hour of an examination session.

(v) A candidate who arrives after the first half-hour of an examination session will be admitted to the examination room, but the senior invigilator will be required to complete a report stating the time of admission, the reason given by the candidate for his lateness and whether any other candidate had previously left the examination room. The University reserves the right to refuse to accept the script submitted by a candidate admitted after the first half-hour of an examination session.

Announcement to candidates

6 If a misprint in an examination paper should be discovered by a candidate, or a question appears to require elucidation, candidates will not be given any information. The senior invigilator will report any such difficulty at the end of the examination.

Leaving the examination room

7 (i) Candidates may not leave the examination room during the first half-hour of an examination session.

(ii) If after the first half-hour of an examination session a candidate wishes to leave the examination room to visit the lavatory or to smoke, he should normally be accompanied by an invigilator. The amount of supervision accorded to the student outside the examination room is left to the discretion of the invigilator, but the invigilator should satisfy himself that the candidate does not have access either to books, notes or any similar material, left outside the examination room, or to other candidates.

(iii) A candidate will be allowed to leave the examination room on completion of his examination at any time after the first half-hour of an examination session, on surrender of his answer book to an invigilator, but he will not be readmitted to the room.

(iv) No answer book, used or unused, or any portion thereof, or other examination stationery (except, at the discretion of the University, the question paper), may be removed from the examination room by a candidate.

Misconduct in the examination room

8 (i) A candidate may be liable to such penalties as the Central Disciplinary Committee of the University may determine:

(a) For taking into the examination room, or possessing whilst in that room, any books, memoranda, notes or any other similar material, except such as may have been supplied by the invigilator or authorized in the booklet entitled *Examination Arrangements*.

(b) For aiding or attempting to aid another candidate, or obtaining or attempting to obtain aid from another candidate.

(ii) In serious cases of indiscipline, the senior invigilator is empowered to discontinue the examination of a candidate involved and to expel him from the examination room if it is felt that such disciplinary action is essential.

(iii) Any incident in which misconduct is suspected, will be reported in full by the senior invigilator (including a written statement from the candidate taken at the end of the examination). If the misconduct involves the introduction of notes or other similar unauthorized material, the documents concerned will be forwarded to the University attached to the senior invigilator's report.

(iv) Any candidate who has, in the opinion of the senior invigilator, been suspected of misconduct in the examination, shall, if found guilty by the Central Disciplinary Committee of the University, have the right to appeal against the finding or the penalty imposed, or both, by giving notice of appeal in writing to the University Secretary, within seven days of being notified of the finding or penalty or both.

Smoking

9 Candidates may not smoke in the examination room.

Absence from the examination

10 (i) The senior invigilator will record all absentees from the examination on the attendance sheet

(ii) In the case of absence from an examination through ill health, the candidate (or his agent) must submit a relevant medical certificate and a written explanation of his absence to be received by the Regional Director, within five days of the examination.

(a) A relevant medical certificate provided on behalf of a candidate will be presented to and considered by the Examination and Assessment Board. In order to be counted as relevant, a medical certificate must relate to the period of the examination. The Examination and Assessment Board will not normally consider any evidence relating to the illness of a candidate that is not substantiated by a medical certificate.

(b) It will be the responsibility of the candidate himself to arrange with his doctor for any medical evidence to be sent to the Regional Director. Neither the University nor any of its officers will undertake to obtain medical certificates on behalf of candidates. The candidate must ensure that his doctor clearly understands that the medical certificate is required to cover his absence from or illness during the examination.

(iii) In the case of absence from an examination due to a serious cause (other than ill health of the student himself), the student (or his agent) must submit (a) evidence of the cause, wherever possible; and (b) a written explanation of his absence, to be received by the Regional Director, within five days of the examination.

11 (*This rule relates only to courses in the associate student programme.*)

12 (*This rule relates only to courses in the associate student programme.*)

13 (*This rule relates only to courses in the associate student programme.*)

Special examination

14 A student who is absent from an examination and who has complied with the regulations 10 (ii) or 10 (iii) above, as appropriate, will be eligible to be considered for the award of a credit (or course certificate in the case of a post-experience student) by the Senate, provided that his performance (a) on

continuous assessment; and (b) at summer school, where appropriate, has been satisfactory, and will normally be required to take a special examination during November (that is, before the date of the Award meeting of the Examination and Assessment Board), at a time and place arranged by his regional staff tutor or other person authorized by the University.

Absence from the special examination and award of aegrotat

15 (i) A student who complies with regulation 10 (ii), whose medical certificate covers the period of the special examination, or where a subsequent relevant medical certificate is submitted to cover the special examination, will normally be permitted to sit the examination at the next examination period provided that, for that course, the student:

(a) has been awarded an overall continuous-assessment grade of D or better; and

(b) has satisfied any appropriate summer school attendance requirement. The conditions covering Resits (para 18 (i)–(v) inclusive) will also apply to such a student.

(ii) Exceptionally a student who has a medical certificate as in 15 (i) and (a) who has achieved an overall continuous assessment grade of D or better for the course and (b) who has satisfactorily met the summer school attendance requirement, if appropriate, for the course, may be eligible for the award of an aegrotat credit (or course certificate in the case of an associate student) by the Senate. Such instances must be supported by a written statement from the course tutor indicating that the student had covered the course work adequately and was at a standard such that if it had been maintained the student would have achieved a pass on the course as a whole. Such exceptions will normally be limited to students who are unlikely to continue their studies either because the course under consideration is the last course of their degree or for other reasons.

Sick and disabled students

16 (i) A student who, by reason of his disability, is unable to attend a normal examination centre, will be allowed to take his examination at home, in hospital, or elsewhere, provided that this is considered justified by the Regional Director after consultation with the student's counsellor. The examination will be conducted under the supervision of an invigilator approved and appointed by the University.

(ii) A student who is suffering from a disability which, according to the Regional Director, prevents him from completing his examination paper in manuscript, will be permitted either to dictate his answers to an amanuensis approved by the University, or to type them in the presence of an invigilator approved and appointed by the University.

Note. Where the amanuensis is known to the student, an invigilator approved by the University will be appointed to conduct the examination.

(iii) A student who is blind will have the choice of a question paper produced in Braille or recorded on tape.

(iv) Extra time to complete the examination will be allowed to a student suffering from a disability provided that this is justified by the Regional Director after consultation with the student's counsellor and is supported by a medical certificate. The certificate must state the amount of extra time (per hour of examination), considered necessary to compensate for the handicap.

Students overseas

17 (i) Arrangements will be made, wherever possible, for examinations to be held overseas for the following students:

(a) a member of HM forces, or a student who is a dependant of a member of HM forces, posted overseas after the beginning of the course;

(b) a student who, because of his or her employment or because of the employment of a relative of whom the student is a dependant, is posted overseas after the beginning of the course;

(c) any other student who has been given permission by the University to continue his studies overseas.

(ii) With the exception of those students accompanying HM forces overseas, students in categories (b) and (c) above will be required to pay, prior to their examination, a fee in respect of each examination taken overseas.

Resits

18 Undergraduate students who fail a course and who, for that course:

(a) have been awarded an overall continuous-assessment grade of D or better; and

(b) have satisfied any appropriate summer school attendance requirement; and

(c) attend and fail the examination;

will be permitted to take up the option to resit the examination, subject to the conditions set out below:

(i) Students resitting examinations will take the examinations at the same time as other students on the course.

(ii) The opportunity to resit the examination is limited to the year immediately after the original failure.

(iii) Students resitting examinations will be deemed to have failed the course until such time as the Senate, on the recommendation of the appropriate Examinations and Assessment Board, shall decide to the contrary.

(iv) Courses for which students are resitting the examinations will count towards the number of credits for which a student may register in any one year.

(v) Students resitting examinations will be required to pay, prior to the examination, a fee in respect of each resit examination.

19 (*This rule relates only to courses in the associate student programme.*)

Viva voce examination

20 Students may be required to attend a viva voce examination at the discretion of the appropriate Examination and Assessment Board.

REGULATIONS FOR THE DEGREE OF BACHELOR OF ARTS

(To be read in conjunction with the General Regulations for Degrees, Diplomas, Certificates or other awards of the University, referred to below as 'the General Regulations'.)

Degree nomenclature

BA 1 The following degree is conferred by the University: Bachelor of Arts, referred to as BA.

Conferring of degree with Honours

BA 2 Subject to the conditions prescribed in these regulations, the degree of Bachelor of Arts may be conferred with Honours: Bachelor of Arts (Honours), referred to as BA (Honours).

Classification

BA 3 The names of candidates who qualify for the conferring of the degree with Honours shall be placed in one of the following classes:
First Class, Second Class, Third Class.

Programmes of Study and Progress towards the Degree

Courses

BA 4 Every programme of study for the degree shall contain a number of courses, each of which shall involve study either for one academic year or for a portion thereof, as the Senate may decide.

Obtaining a credit certificate by successful completion of course

BA 5 A person who is a candidate for the degree shall be required to obtain credit certificates for courses (or exemption from part of the requirement), in accordance with the provisions of these regulations.

To obtain a credit certificate for any particular course, a person shall be registered for, and shall successfully complete the work of, that course. A credit certificate shall be awarded on the basis of the standard attained in assessment during the course and examination at the end of it; and the Senate may prescribe additional conditions for the obtaining of a credit certificate.

Certain courses may be specified by the Senate as courses for which, upon conditions it shall prescribe, a credit certificate may be awarded with distinction, or with the following grades of pass: Pass 2, Pass 3, Pass 4.

Summer schools

BA 6 The Senate may specify a course as one requiring attendance at a summer school. No person may obtain a credit certificate for such a course who does not either attend the summer school or come within one of the two exceptional categories listed below.

(a) The Senate may excuse a student from the requirement to attend the summer school and then require the student to undertake a form of alternative tuition at a fee not exceeding that charged for the relevant summer school as a precondition for the award of the credit certificate. (*This regulation is in abeyance.*)

(b) The Senate may excuse a student unconditionally from the requirement to attend the summer school. However, the University reserves the right to require payment of the summer school fee to an extent related to the expenditure incurred on that student's behalf.

Credit rating for courses

BA 7 Each course shall have assigned to it by the Senate a rating of one full credit or a half credit. Depending on the rating of the course, the Senate shall, to a person who satisfies all the requirements of Regulation BA 5, in respect of that course, award a credit certificate, either for a full credit or for a half credit.

Maximum and minimum number of courses per year

BA 8 No programme of study of a candidate for the degree shall contain, in any one academic year, more than two full-credit courses (or the equivalent thereof in a combination of a full-credit course and half-credit courses, or in half-credit courses), or less than one half-credit course.

A student may take courses which give him a maximum of two full credits a year, except where

(a) if he completed final registration with the University in the years up to and including 1976, this will take him over a total of *ten* full credits in all (including credit exemptions).

(b) if he completed final registration with the University in 1977 or subsequently, this will take him over a total of *eight* full credits in all (including credit exemptions).

(c) if he is required to resit an examination or examinations in which case the examination resits be included for allocation purposes within the maximum of two full credits.

An individual registered as both an undergraduate student and an associate student of the Open University is not permitted to take more than the equivalent of two full-credit courses, or 68 units of work, spread over both programmes in any one academic year.

Levels of study

BA 9 Each course offered shall be at one or other of four levels of study, designated as follows: foundation level, second level, third level, fourth level. No candidate for the degree may proceed to any course at the post-foundation level, unless he has obtained a credit certificate for at least one foundation course.

Notwithstanding the provisions of this regulation, where any undergraduate course is taken in the associate student programme, a student successfully completing it is permitted to count that course for credit towards a BA degree, if he is registered or subsequently registers as an undergraduate.

Foundation level credit certificates required and permitted

BA 10 Except as provided by Regulation BA 15, a candidate for the degree shall be required to obtain credit certificates for two full credits at the foundation level: he shall not be permitted to offer, towards fulfilling the requirements for the award of the degree, credit certificates for more than two full credits at that level.

Students must complete their foundation course requirements within their first six full credits awarded (or equivalent in half credits), this total to include the award of general credit exemptions.

Credit certificates required and permitted at other levels

BA 11 Except as provided by Regulation BA 15, a candidate for the degree shall be required to obtain, in addition to credit certificates for two full credits at the foundation level, credit certificates for four full credits (or the equivalent thereof) at the second, or a subsequent, level; except that, for the degree to be conferred with Honours,

(a) a candidate who completed final registration with the University in the years up to and including 1976, shall be required to obtain credit certificates for six full credits (or the equivalent thereof) and is permitted to obtain credit certificates for up to eight full credits (or the equivalent thereof) at levels other than foundation level, of which at least two (or the equivalent thereof) shall be at third or fourth level.

Notwithstanding the maximum of ten credits permitted once a student accepts the award of an Honours Degree, he may not register for further courses to add to that degree and any resit option will be cancelled.

(b) a candidate who completed final registration with the University in 1977 or subsequently, shall be required to obtain credit certificates for six full credits (or the equivalent thereof) at levels other than foundation level, of which at least two (or the equivalent thereof) shall be at third or fourth level.

Students must complete their credit requirements at the third or fourth level for the Honours degree within the maximum permitted number of full credits awarded (including any general credit exemptions). If a student has not completed at least two third or fourth level full course credits (or equivalent) within these credits, he will not be permitted to take further courses to complete the requirements of the Honours degree, nor will it be possible for a student to count any such courses towards the requirement of any other degree.

Duration of programmes of study

BA 12 The credit certificates required for a candidate to qualify for the award of the degree, or the credit certificates required or permitted for the conferring of the degree with Honours (see Regulation BA 11 above) may, subject to the requirements of these regulations, be acquired over any number of academic years of study, not necessarily consecutive.

Limitations which the Senate may impose

BA 13 The Senate may

(a) specify certain combinations of courses which are excluded, declaring that a programme of study which includes a particular course for the obtaining of a credit certificate to be offered towards fulfilling the requirements for the award of the degree, may not include another particular course for the same purpose.

(Such a limitation will apply when students wish to transfer credits from the associate student programme to the undergraduate programme and will also cover combinations of courses taken by an individual student for a first and second BA degree.)

(b) decide regarding the inclusion, or otherwise, of a course in the programme of study of a candidate for the degree.

(c) notwithstanding the provisions of Regulation G3 in the General Regulations, prescribe concerning the availability, or otherwise, of a particular course in any one academic year.

Advanced Standing

Specific credit exemption

BA 14 The Senate may exempt from the requirement to obtain a credit certificate for any particular full-credit course, a candidate for the degree who has obtained a qualification from another institution, the study for which, in the opinion of the Senate, is equivalent, in content and standard, to that required for the particular course concerned. A candidate for the degree who is granted such specific credit exemption shall, for the purposes of these regulations, be deemed to have obtained the credit certificate in the course for which exemption is awarded. *(This regulation is in abeyance until further notice.)*

General credit exemptions

BA 15 The Senate may, in certain circumstances, and in respect of qualifications obtained from another institution, or an approved period of study with another institution, grant to a candidate for the degree exemption from the requirement to obtain credit certificates, without specifying particular courses for which exemption is granted.

(a) A candidate for the degree awarded *one* such general credit exemption shall be required to obtain, in terms of Regulation BA 5, credit certificates as follows:

(i) two full credits at foundation level,

and

(ii) *either* three full credits (or their equivalent) at a subsequent level, for the award of the degree,
or five full credits (or their equivalent) at a subsequent level, including at least two full credits (or their equivalent) at the third or fourth level, for the degree to be conferred with Honours.

(b) A candidate for the degree awarded *two* such general credit exemptions shall be required to obtain, in terms of Regulation BA 5, credit certificates as follows:

(i) one and only one full credit at foundation level,

and

(ii) *either* three full credits (or their equivalent) at a subsequent level, for the award of the degree,
or five full credits (or their equivalent) at a subsequent level, including at least two full credits (or their equivalent) at the third or fourth level, for the degree to be conferred with Honours.

(c) A candidate for the degree awarded *three* such general credit exemptions shall be required to obtain, in terms of Regulation BA 5, credit certificates as follows:

(i) one and only one full credit at foundation level,

and

(ii) *either* two full credits (or their equivalent) at a subsequent level, for the award of the degree,
or four full credits (or their equivalent) at a subsequent level, including at least two full credits (or their equivalent) at the third or fourth level, for the degree to be conferred with Honours.

(d) A candidate awarded one or more general credit exemptions, shall, if he satisfies the requirements of all these regulations, be eligible for the award of the degree, except that, at the discretion of the Senate, he may be required, in terms of Regulation BA 13 (b), to include in his programme of study one or more of a number of specified courses, and to obtain a credit certificate, in terms of Regulation BA 5, for each course concerned. (See Schedule A attached to these Regulations.)

Repetition of Courses and Second BA Degree

Repeating a course

BA 16 A student awarded a credit certificate for a course is not permitted to repeat that course.

Definition of failure

BA 17 A student is deemed to have failed the course if unsuccessful, unless he has formally withdrawn by notification in writing to the Student Records Office, before the date of the examination for that course.

BA 18 *(This regulation has been deleted.)*

Restrictions governing the award of a second BA degree

BA 19 The following restrictions together with all other regulations in the General Regulations, Schedules, and BA Degree Regulations, govern the award of a second BA degree to Open University students:

(i) Students who complete the requirements for their BA degree and who wish to proceed to a second BA degree, instead of proceeding to Honours, are required to submit an application for admission as an undergraduate in the normal way through the Admissions Office in competition with other applicants, and start their work with a foundation course.

(ii) No student can be registered for two BA degrees concurrently.

(iii) A student may not count a course credit towards the requirements of more than one degree (see also BA 16).

(iv) Whether a student presents only the minimum number of credits for his first BA degree, or whether he completes up to the maximum of ten permitted credits for his first BA (Honours) degree, he will not be permitted to carry over any balance of courses towards a possible second BA or BA (Honours) degree.

(v) A student may apply for credit exemptions in recognition of his Open University BA degree, and will be governed by the normal foundation course requirements except as modified by the award of credit exemptions.

(vi) A BA graduate will be permitted to break off from a half-completed second BA degree to return in order to satisfy the requirements for a BA (Honours) degree.

(vii) In no circumstances, however, may a BA graduate be permitted to register for courses towards both an Honours degree and a second BA degree concurrently in any one year.

(viii) Full fees, including the initial course tuition fee, will be paid at the appropriate times by students following a second BA degree. Favourable consideration will, however, be given to a refund of the initial course tuition fee should a student find that his course results in the previous year do not render him eligible for the award of the first BA degree and thus necessitate his withdrawal from the foundation course which has been offered to him as an applicant for the second BA degree.

SCHEDULE A TO THE REGULATIONS FOR THE DEGREE OF BACHELOR OF ARTS

RULES RELATING TO GENERAL CREDIT EXEMPTIONS

(These rules have the force of Regulations made by the Senate.)

Authority of the Senate

1 The Senate shall determine the number of general credit exemptions or directly transferred credits it may award to a candidate for the degree who, holding a qualification or qualifications acceptable to the Senate for this purpose, or having studied for an appropriate period with another institution approved by the Senate for the purpose, submits a claim in the manner prescribed by the Senate, together with satisfactory evidence of his *or her* attainments. The Senate may, at its discretion, delegate to the Committee on Advanced Standing its responsibility for making decisions on awards of advanced standing to individual candidates.

Maximum award

2 In no circumstances shall more than three general credit exemptions be awarded to any candidate for the degree.

General principles

3 In considering the evidence of any qualification submitted by a candidate for the degree in support of a claim for the award of general credit exemption, the Senate will, in general, be guided by the number of years of successful full-time academic study (or period of part-time study deemed by the Senate to be equivalent) completed at the higher education level *towards* the acquisition of the qualification.

(One general credit exemption will normally be awarded for each year of full-time study (or the part-time equivalent) which fulfils the above criteria.)

Abandonment of Exemption Awards

4 A student may relinquish, in full or in part, his general credit exemptions, provided that he notifies the Advanced Standing Office not later than one week after the despatch of the course results which would qualify him academically for the award of the BA degree.

This provision does not apply to the additional credit exemption awarded on completion of an approved programme in educational studies, since this may be counted towards the BA degree and subsequently relinquished by the student if he does not wish to continue with the requirements of an approved programme in educational studies for the BA (Honours) degree.

Combined qualifications

5 A candidate for *the degree may submit evidence of two or more* qualifications in support of a claim for the award of general credit exemptions. Where evidence of more than two acceptable qualifications is submitted, three of them may be considered for the award of general credit exemptions, but only when the Senate is satisfied that there is a clear progression in standard between all three qualifications or courses of study. Whenever two or more qualifications are considered in combination, the Senate shall require to be satisfied that there is no substantial overlap in subject matter between them.

When a combination of qualifications or courses of study is submitted in support of a claim for the award of general credit exemptions, each qualification or course of study will be individually assessed in terms of paragraph 3 above, irrespective of the total length of study involved in the combination.

Incomplete qualifications

6 A candidate for the degree who has completed at least one year of full-time study (or the period of part-time study deemed by the Senate to be the equivalent) at the higher educational level with another institution towards a qualification, but who has not completed the whole of the studies necessary for the acquisition of the qualification, may claim the award of general credit exemptions. Such a claimant shall be required to furnish evidence, acceptable to the Senate, of the successful completion of each year of full-time study or its equivalent, either in the form of evidence of passes in formal examinations at the end of individual courses, or, where such formal examination does not obtain, in the form of certified statements by the institution concerned.

Combined incomplete qualifications

7 A candidate may offer, in support of a claim for general credit exemptions submitted in terms of paragraphs 5 and 6 above, evidence of one or more periods of study. (The maximum permitted award for claims based on combinations of incomplete qualifications will be two general credit exemptions.)

Applicability to holders of approved teacher training certificates and diplomas

8 A candidate for the degree who is the holder of a teacher training certificate or diploma which has been awarded by or on behalf of an Area Training Organization after an initial course of teacher training, or such certificates or diplomas, or both, may claim the award of general credit exemptions in respect thereof, in terms of the provisions of paragraphs 1–3 and 5 above, except in so far as these are modified by the provisions in paragraphs 9–11 below; and a candidate for the degree who has completed only a portion of the period of full-time training (or a portion of the period of part-time training deemed by the Senate to be its equivalent) towards such a qualification or qualifications may claim the award of general credit exemptions in respect of the period or periods of training concerned in terms of the provisions of paragraphs 1, 2, 6 and 7 above, except in so far as these are modified by the provisions of paragraph 9 below. An Area Training Organization is a regional organization, usually part of a university, that is responsible for supervising the training of teachers in the region.

Acceptability of teacher training certificates and diplomas

9 In determining the total number of years of full-time teacher training (or the period of part-time training deemed by the Senate to be their equivalent), the Senate will consider evidence of any course of initial teacher training which is designed to lead to a certificate or diploma awarded by or on behalf of an Area Training Organization provided that each course it considers required a minimum period of one year of full-time training (or the part-time training deemed by the Senate to be its equivalent) and subject to the condition that a candidate for the degree who has completed only the initial year of a course of teacher training of longer duration (or the period of part-time

training deemed by the Senate to be its equivalent) and who is not the holder of an approved teacher training certificate or diploma may not, in respect of the period of study concerned, be considered for the award of general credit exemptions.

Note A An emergency trained teacher who, after successfully completing his *full-time course of training, also fulfilled the normal requirement of his* probation and undertook supervised part-time study for a two year period, will, as a claimant for the award of general credit exemptions, be regarded as having completed a two year full-time initial course of teacher training.

Note B A 'shortened' teacher training course which consisted of two years or one year of full-time training will not be considered by the Senate as the equivalent of a three year training course for purposes of the award of general credit exemptions. The Senate is, however, prepared to consider a certificate or diploma obtained in respect of such a shortened course in combination with any other acceptable qualification held by an applicant.

Note C A supplementary or advanced course of teacher training will not be considered a course of initial teacher training and will be assessed in terms of the provisions of paragraphs 1–3 and 5 except that a supplementary course held in combination with an approved one or two year course of initial teacher training will be considered as a single qualification and may be submitted with a further qualification or course of study without evidence of progression in standard between all three qualifications being required.

Note D Holders of a postgraduate Certificate in Education, which is obtained after a one-year course of initial teacher training, will be considered for an award as outlined in paragraph 10 (c) below.

Awards to holders of approved teacher training certificates and diplomas

10 A candidate for the degree, who has successfully completed a course of teacher training, as defined in paragraph 9 above, will be eligible for the award of a general credit exemption upon completion of an approved programme in educational studies in addition to any general credit exemptions awarded by Senate for his or her studies with another institution.

(a) A candidate for the degree who is the holder of an approved teacher training certificate or diploma obtained as a result of three years of full-time training (or the period of part-time training deemed by the Senate to be the equivalent) may be awarded two general credit exemptions towards any programme of study for the degree. A third general credit exemption may be awarded, if and when, in every other respect, the candidate has successfully completed an approved programme in educational studies for the degree.

(b) A candidate for the degree who is the holder of an approved teacher training certificate or diploma obtained as a result of two years' full-time training (or the part-time training deemed by the Senate to be the equivalent) may be awarded one general credit exemption towards any programme of study for the degree. A second general credit exemption may be awarded, if and when, in every other respect, the candidate has successfully completed an approved programme in educational studies for the degree.

(c) A candidate for the degree who is the holder of an approved teacher training certificate or diploma obtained as a result of one year of full-time training (or the period of part-time training deemed by the Senate to be its equivalent) may be awarded one general credit exemption, but only if and when, in every other respect, he has successfully completed an approved programme in educational studies for the degree.

Combinations of teacher training qualifications with other courses of study

11 A candidate for the degree who submits evidence of two or more qualifications in support of a claim for the award of general credit exemptions, one of which is an approved teacher training certificate or diploma, will receive an award for this combination in terms of the conditions laid down in paragraph 5 above. The approved programme in educational studies which is required to be completed in order that an additional general credit exemption may be awarded will be based upon the total award granted to the candidate and not solely upon the duration of the course of initial teacher training.

Approved programme in educational studies

12 To qualify for the award of an additional credit exemption for the approved programme in educational studies, as specified in paragraph 10 above, a student must fulfil the following requirements in terms of course credits in educational studies as part of an approved programme towards the degree. (The only courses which can form part of an approved programme are those which include 'E' in their code prefix and courses MDT241, PD251 and PM951.) Credits in educational studies required for the completion of an approved programme may be at any level.

(a) For holders of approved teacher training certificates or diplomas who are awarded two general credit exemptions: at least one full-credit course (or two half-credit courses) in educational studies for the BA degree, and three full-credit courses (or the equivalent thereof) in educational studies for the BA (Honours) degree.

(b) For holders of approved teacher training certificates or diplomas who are awarded one general credit exemption: at least two full-credit courses (or the equivalent thereof) in educational studies for the BA degree and at least three full-credit courses (or the equivalent thereof) in educational studies for the BA (Honours) degree.

(c) For holders of approved teacher training certificates or diplomas obtained as a result of one year's full-time training (or the period of part-time training deemed by the Senate to be its equivalent): at least three full-credit courses (or the equivalent thereof) in educational studies for the BA degree and at least four full-credit courses (or the equivalent thereof) in educational studies for the BA (Honours) degree.

Enforcement of credit exemptions regulations

13 A student shall be subject to the credit exemptions regulations in force at the time of his final registration as an undergraduate when submitting claims on qualifications gained before that date, irrespective of the date of the claim or of subsequent changes to the regulations. If, however, the changes in credit exemptions regulations are to the advantage of the student he shall be able to benefit from such changes, provided that this does not conflict with other University regulations.

Where a student obtained a qualification after a change in credit exemptions policy, his award of general credit exemptions shall be in terms of the revised policy, irrespective of the date of his final registration with the University.

Appendix 2 COMMUNICATION AND PRACTICAL INFORMATION

UNIVERSITY CENTRAL ADDRESSES

The University has been assigned post codes for the new city of Milton Keynes by the Post Office. You are asked to ensure that the correct address is used in all correspondence with the University.

The address for mail to the University which is not directed to a particular office or department is: The Open University, Walton Hall, Milton Keynes, MK7 6AA. The telephone number is Milton Keynes 74066. (See also general queries (right).) The addresses and telephone numbers of regional offices are included in Appendix 3 on page 75.

The box numbers and post codes are as follows:

Department	*PO Box No.*	*Post Code*
Admissions	48	MK7 6AB
Correspondence Services	50	MK7 6AE
Examinations	70	MK7 6AF
Student Enquiries	71	MK7 6AG
Student Records	72	MK7 6AQ
Summer Schools	73	MK7 6AH
Finance Division	77	MK3 6HN
Advanced Standing	80	MK7 6AS
Graduate Office	84	MK7 6AX

IF YOU CHANGE YOUR ADDRESS

If you change your address at any time, please use one of the cards provided at the end of this *Handbook*. It should be completed in block capitals and is pre-addressed to send to the Student Records Office.

Since it takes a little while to record your change of address and there may be a mailing the day after you write to us, it is always advisable to place a redirection notice with the Post Office so that any mail from the Open University is automatically forwarded to you during the period which necessarily elapses between notification of your change of address and adjustment of your file.

If your change of address necessitates a change of region and study centre you should examine the list of study centres in Appendix 3 and send details of your preference to your new Regional Office. They will contact you in due course to confirm your choice of centre and to give details, where appropriate, of your new tutor-counsellor and course tutor(s).

It is not possible to record temporary addresses (for example, if you go on holiday) or a separate address to which home experiment kits only may be delivered.

GENERAL QUERIES

If you have any queries of a general nature, e.g. about the provision of particular courses or about current regulations, contact: Student Enquiries, The Open University, PO Box 71, Milton Keynes, MK7 6AG. The telephone number is Milton Keynes 63231. After 5 pm and at weekends your enquiry will be recorded by a telephone answering service.

ARE YOU RECEIVING YOUR MATERIAL?

You should receive your correspondence packages well in advance of related television and radio programmes but occasionally there are mailing delays. When this happens efforts are made to inform students by notices given after television and radio programmes.

If, however, you find that any items are missing from your correspondence packages, or that a complete package fails to reach you, write to Correspondence Services, The Open University, PO Box 50, Milton Keynes, MK7 6AE, and tell them which items you have not received. Please remember to quote your student number and the relevant course code. If you require additional TMA and CMA forms and envelopes, you should also write to this address.

If you are receiving no course material whatsoever or do not receive your home experiment kit write to the Student Records Office, The Open University, PO Box 72, Milton Keynes, MK7 6AQ. They will check that your current address and status is correctly recorded and take the appropriate action.

HOW WIDE IS YOUR LETTERBOX?

During the year we will be posting to you at least ten and perhaps as many as sixteen packages of correspondence and other printed material. This material will be printed on A4 size paper (11¾ × 8¼ inches) and the resulting packages will be about 14 inches long and 10 inches wide. It is unlikely that your letter box is 10 inches wide (few are), and the packages will be too bulky to be folded over. So if you are usually out when the postman arrives, you might be wise to ask a neighbour to take in these packages for you, or else come to some arrangement with the local post office.

PAPER SIZE

Since the correspondence material and other documents you will be working with will be on A4 size paper (the same size as this page), you will probably find it convenient to lay in a stock of A4 paper and use this size only for all your notes and written work. Such paper is available in any large stationers. At all events, please send your assignments on A4 paper.

HOME EXPERIMENT KITS

If you have any queries about items missing from, or damaged in, the home experiment kit, write to the Home Kits Warehouse, The Open University, Denington Industrial Estate, Wellingborough, Northants, NN8 2RF.

Home experiment kits can only be sent to the address which the University holds on file for students for the dispatch of correspondence material.

SET BOOKS

If you have difficulties in obtaining particular set books, including course readers, write in the first instance to Student Enquiries, The Open University, PO Box 71, Milton Keynes, MK7 6AG, and the appropriate action will be taken by the Publishing Division where necessary.

STUDENT COMPUTING SERVICE

If you have any queries about the use of the student computing facilities write to the Student Computing Service, The Open University, Walton Hall, Milton Keynes, MK7 6AA. In the first instance your tutor-counsellor or course tutor may be able to provide general information. (See Appendix 3 for study centres with computer terminals.)

SALE OF COURSE MATERIAL

You may wish to follow a course but do not intend, or are not able, to register as a student. The Open University is making available the correspondence units for each course and also some of the equipment that has been produced for science and technology courses. The course units are generally available through your local bookseller. They are probably on display at larger academic bookshops.

Full details of both the books and the equipment available may be obtained from Open University Educational Enterprises Ltd., 12 Cofferidge Close, Stony Stratford, Milton Keynes, MK1 1BY. When enquiring, please specify which course you are interested in.

DIARY

An Open University diary for students is produced each year. The 1978 edition can be purchased from the publishers Eyre and Spottiswoode Ltd, Serjeant's Inn, London EC4Y 1UL.

TIES, SCARVES AND BADGES

Hornes have been appointed sole suppliers of ties, scarves and lapel badges for the Open University. These can be ordered by post from 14/15 New Street, Birmingham B2 4RJ, or by personal shoppers at 415 Oxford Street, London; 67/70 North Street, Brighton; 49 Merchant Street, Bristol and 80/82 Lord Street, Liverpool.

ACADEMIC DRESS

The academic dress for BA and BA (Honours) graduates is identical and is in the University colours: a dark blue gown, and a light blue hood edged with gold. Graduates attending degree ceremonies will be invited to hire academic dress from the University for the occasion, and may also make arrangements to hire robes at any other time by contacting the Graduate Office. The University's official robemakers are Messrs. Ede and Ravenscroft Ltd, 93/94 Chancery Lane, London WC2A 1DU from whom academic dress may be purchased.

Appendix 3 REGIONAL OFFICES AND STUDY CENTRES

THE REGIONS

A map showing the Open University regions and new county boundaries is printed on the back cover of this *Handbook*. A great deal of information can be obtained from the University's regional offices and the addresses of these, together with the geographical areas covered by each region and the locality of study centres and computer terminals are given below.

STUDY CENTRES

If you have any comments, suggestions or complaints about study centre facilities, contact your tutor-counsellor at the study centre itself.

If you wish to change your study centre within your present region you should contact your regional office. If it is more convenient for you to attend a study centre which is not in your present region, perhaps because you prefer to attend a centre near your place of work, application to change should be made to your own regional office and they will make the necessary arrangements for you with the other region.

Those study centres where computer terminals have been installed in connection with the Student Computing Service are indicated below thus (T). (T)* indicates that the terminal is not owned by the Open University, and that continued use is subject to agreement with the host institution.

REGION 01 LONDON

Office address:
The Open University,
London Region,
Parsifal College,
527 Finchley Road,
Hampstead
LONDON NW3 7BE
01-794 0575

Area covered: Greater London.

008 Acton (T)
227 Aldgate (T)
014 Brentwood
005 Bromley (T)
022 Carshalton (T)
007 Croydon
228 Eltham (T)
010 Enfield
012 Harrow (T)
001 Hendon (T)
017 Kingston (T)*
230 Marylebone (T)†
020 Mile End (T)
233 Norwood
235 Paddington
238 Pimlico (T)
229 The Strand (T)
021 Twickenham (T)
237 Wandsworth (T)
226 West Hampstead (T)

† This centre is available for post-foundation level tutorials only.

REGION 02 SOUTH

Office address (1976):
The Open University,
Southern Region,
Foxcombe Hall,
Boars Hill,
OXFORD OX1 5HR
Tel. 0865 730731

Area covered: Berkshire,
Buckinghamshire,
Channel Islands,
Dorset, Hampshire,
Isle of Wight,
Oxfordshire,
part of Wiltshire.

025 Abingdon (T)
026 Aylesbury (T)*
027 Banbury
028 Basingstoke (T)
030 Bournemouth (T)
031 Bracknell (T)
035 Eastleigh (T)
305 Fareham (T)
037 Farnborough (T)
306 Guernsey, C.I.
039 Henley†
040 High Wycombe (T)
303 Jersey, C.I. (T)*
054 Maidenhead
029 Milton Keynes (T)*
041 Newbury
042 Newport, I.O.W. (T)*
043 Oxford (Headington) (T)
312 Oxford (Oxpens)
044 Poole
045 Portsmouth (T)
046 Reading (T)
048 Salisbury (T)
049 Slough (T)
050 Southampton (T)
053 Weymouth (T)*
055 Witney

† Foundation level counselling and tutorials not normally held at this centre.

REGION 03 SOUTH WEST

Office address:
The Open University,‡
South West Region,
41 Broad Street,
BRISTOL BS1 2EP.
Tel. 0272 299641

Area covered: Avon, Cornwall,
Devon,
Gloucestershire,
Somerset,
Scilly Isles,
part of Wiltshire.

057 Barnstaple (T)*
058 Bath (T)
060 Bristol (Clifton) (T)
295 Bristol (Fishponds) (T)
063 Cheltenham (T)
064 Chippenham (T)*
065 Exeter (T)
066 Gloucester (T)
067 Plymouth (T)
068 Redruth (T)
069 St. Austell
070 Stroud
071 Swindon (T)
072 Taunton (T)
073 Torquay (T)*
074 Weston-super-Mare (T)*
075 Yeovil (T)*

‡ There is also a terminal at the Regional Office in Bristol.

REGION 04 WEST MIDLANDS

Office address:
The Open University,
West Midlands Region,
St James House,
High Street,
Harborne,
BIRMINGHAM B17 9NB.
Tel. 021-426 1661

Area covered: Hereford and
Worcester, Salop,
part of Staffordshire,
Warwickshire,
West Midlands.

076 Birmingham (Edgbaston) (T)
091 Birmingham (Selly Oak) (T)
078 Coventry (T)
079 Dudley
077 Halesowen
080 Hereford (T)
082 Kidderminster
083 Leamington Spa (T)
084 Nuneaton (T)
085 Redditch
086 Rugby
087 Shrewsbury (T)
088 Solihull (T)*
089 Stafford (T)
090 Stoke-on-Trent (T)
092 Sutton Coldfield
093 Telford
094 Walsall
095 Wolverhampton (T)
096 Worcester (T)

REGION 05 EAST MIDLANDS

Office address:
The Open University,
East Midlands Region,
The Octagon,
143 Derby Road,
NOTTINGHAM NG7 1PH.
Tel. 0602 43072

Area covered: Derbyshire,
Leicestershire,
Lincolnshire,
Northamptonshire,
Nottinghamshire,
southern part of
Humberside,
part of Staffordshire.

097 Boston (T)*
098 Burton-on-Trent (T)
099 Chesterfield (T)
100 Derby (T)
101 Grantham (T)*
102 Grimsby (T)
103 Ilkeston
104 Kettering (T)
105 Leicester (T)
107 Lincoln (T)
108 Loughborough (T)
106 Louth
109 Mansfield (T)
114 Matlock
110 Melton Mowbray
111 Northampton (T)
112 Nottingham (Central) (T)
113 Nottingham (Carlton)
115 Scunthorpe (T)
116 Worksop

REGION 06 EAST ANGLIA

Office address:
The Open University,
East Anglian Region,
68 Hills Road,
CAMBRIDGE CB2 1PF.
Tel. 0223 64721

Area covered: Bedfordshire,
Cambridgeshire,
Essex, Hertfordshire,
Norfolk, Suffolk.

117 Bedford (T)
285 Braintree
118 Bury St Edmunds (T)
119 Cambridge (T)†
124 Harlow (T)
239 Hemel Hempstead (T)
125 Hitchin (T)
126 Huntingdon (T)*
130 Luton (T)
131 Norwich (T)
132 Peterborough (T)
133 St Albans (T)

120 Chelmsford (T)
121 Colchester (T)
122 Grays, Thurrock (T)*
123 Great Yarmouth (T)
127 Ipswich (T)
304 Kesgrave
128 King's Lynn (T)
129 Loughton
134 Southend (T)
135 Watford (T)*

† The Cambridge terminal is at a separate site.

REGION 07 YORKSHIRE

Office address:
The Open University,‡
Yorkshire Region,
Fairfax House,
Merrion Street,
LEEDS LS2 8JU.
Tel. 0532 4444 31

Area covered: Northern part of Humberside,
North Yorkshire,
South Yorkshire,
West Yorkshire.

240 Aireborough
136 Barnsley (T)
137 Bradford (T)†
241 Bridlington
138 Castleford
242 Catterick
139 Dewsbury (T)
140 Doncaster (T)
141 Halifax
142 Harrogate (T)
143 Huddersfield (T)
144 Keighley
145 Kingston-upon-Hull (T)
146 Leeds (Central) (T)
245 Leeds (North)
244 Northallerton
147 Rotherham
148 Scarborough (T)
149 Sheffield (T)
150 Wakefield
151 York (T)

† The Bradford terminal is at a separate site.
‡ There is also a terminal at the Regional Office in Leeds.

REGION 08 NORTH WEST

Office address:
The Open University,
North Western Region,
Chorlton House,
70 Manchester Road,
Chorlton,
MANCHESTER H34 3PR.
Tel. 061 361 9823

Area covered: Cheshire,
Part of Derbyshire,
Isle of Man,
Lancashire,
Greater Manchester,
Merseyside.

325 Accrington (T)
152 Altrincham (T)
153 Ashton-under-Lyne (T)
157 Blackpool (T)
158 Bolton (T)
162 Chester (T)
163 Crewe (T)
164 Douglas, I.O.M.‡
165 Lancaster (T)
167 Liverpool (T)
180 Macclesfield (T)*
168 Manchester (T)
169 Northwich
175 Ormskirk (T)
171 Preston (T)
172 Rochdale (T)
173 St Helens
176 Stockport (T)
177 Warrington (T)
179 Wigan (T)
155 Wirral (T)

‡ A portable terminal will be available at Douglas for part of the year.

REGION 09 NORTH

Office address:
The Open University,‡
Northern Region,
Eldon House,
Regent Centre,
Gosforth,
NEWCASTLE UPON TYNE NE3 3PW.
Tel. 0632 841611

Area covered: Cleveland,
Cumbria, Durham,
Northumberland,
Tyne and Wear.

181 Ashington (T)*
154 Barrow (T)
251 Berwick-on-Tweed
252 Bishop Auckland
182 Carlisle (T)
183 Darlington (T)
184 Durham (Framwellgate Moor) (T)
185 Gateshead (T)*
186 Hartlepool (T)
253 Hexham
324 Kendal
187 Newcastle (T)
189 South Tyneside (T)
190 Sunderland (T)
191 Teesside (T)
193 Tynemouth
192 Whitehaven (T)

‡ There is also a terminal at the Regional Office in Newcastle.

REGION 10 WALES

Office address:
The Open University in Wales,
15th Floor,
Pearl Assurance House,
Greyfriars Road,
CARDIFF CF1 3PH.
Tel. 0222 397911

Area covered: Wales.

194 Aberystwyth (T)*
195 Bangor Menai Centre
  (Llanfairpwll) (T)
254 Barry
301 Brecon
255 Bridgend
196 Cardiff (T)
256 Carmarthen (T)
197 Colwyn Bay
299 Flint (T)
257 Harlech
259 Haverfordwest
200 Lampeter
300 Llandrindod†
298 Llanelli
198 Merthyr Tydfil
260 Neath
199 Newport (Gwent) (T)
262 Newtown
263 Pontypool
264 Pontypridd (T)
297 Rhondda
302 Rhyl
201 Swansea (T)
203 Wrexham

† For most of the year a portable computer terminal will be available in Llandrindod.

REGION 11 SCOTLAND

Office address:
The Open University in Scotland,
60 Melville Street,
EDINBURGH EH3 7HF.
Tel. 031-226 3851

Area covered: Scotland.

204 Aberdeen (T)
205 Ayr (T)
268 Clydebank (T)
270 Cumbernauld
206 Dumfries (T)
207 Dundee (T)
208 Edinburgh (Moray House) (T)
209 Edinburgh (Napier) (T)
274 Elgin (T)
211 Falkirk (T)
275 Galashiels
212 Glasgow (Jordan Hill) (T)
317 Glasgow (Central) (T)
318 Glasgow (Langside) (T)
276 Greenock (T)*
217 Hamilton (T)
215 Inverness (T)
216 Kirkcaldy (T)
218 Paisley (T)
279 Perth
219 Stirling
281 Thurso (T)

REGION 12 NORTHERN IRELAND

Office address:
The Open University in N. Ireland,‡
117 University Street,
BELFAST BT7 1SU.
Tel. 0232 31408/9

Address may change during 1978

Area covered: Northern Ireland's Area Boards
(Belfast, North-Eastern,
Southern, South-Eastern,
and Western).

220 Armagh (T)
221 Ballymena
223 Belfast (T)
282 Coleraine (T)
320 Enniskillen
224 Londonderry (T)
319 Newtownabbey (T)
222 Newtownards
283 Omagh

‡ There is also a terminal at the Regional Office in Belfast

REGION 13 SOUTH EAST

Office address:
The Open University,
South East Region,
Wyvern House,
230/232 London Road,
EAST GRINSTEAD RH19 1LA.
Tel. 0342 27821

Area covered: Kent, Surrey,
East Sussex,
West Sussex.

004 Brighton (T)
023 Broadstairs
032 Camberley
006 Canterbury (T)
033 Chichester (T)
034 Crawley
287 Dartford (T)
292 Eastbourne
036 Ewell
291 Folkestone
018 Gillingham (T)
038 Guildford (T)
288 Maidstone (T)
289 Medway†
047 Redhill (T)
013 St Leonards-on-Sea (T)
051 Staines (T)*
024 Tonbridge (T)
052 Weybridge (T)
056 Worthing

† This centre is available for post-foundation level tutorials only. Counselling is NOT available at this centre.

Appendix 4 OFFICERS OF THE UNIVERSITY, DIRECTORS OF STUDIES AND REGIONAL DIRECTORS

OFFICERS OF THE UNIVERSITY

Chancellor
The Right Honourable Lord Gardiner of Kittisford, PC, CH, Hon LLD (Southampton, London, Manitoba, Birmingham, Melbourne), DUniv (York, Open)

Pro-Chancellor and Chairman of Council
Sir Frederick Warner, BSc (London), HonDTech (Bradford), HonDSc (Aston), CEng, FI Chem E, FI Mech E, M Cons E

Vice-Chancellor
Sir Walter Perry, OBE, MD, DSc (St Andrews) FRCPE, FRSE

Treasurer
Sir Henry Benson, GBE, CBE, FCA

Pro-Vice-Chancellors
Student Affairs: Mrs Naomi E. S. McIntosh, BA (London)
Planning: N. W. Gowar, BSc, MPhil (City) FIMA
Staff: Professor D. F. Swift, BSc (Hull), MA (Oxford), PhD (Liverpool)
Academic: Professor L. J. Haynes, BSc, PhD (Cambridge), PhD (London), DIC, ARCS, FRIC

Secretary
A Christodoulou, MA (Oxford)

DEANS AND DIRECTORS OF STUDIES

Dean and Director of Studies, Faculty of Arts
Professor J. Ferguson, MA (Cambridge), BD (London), FIAL

Dean and Director of Studies, Faculty of Educational Studies
Professor P. Williams, MA (Cambridge) BSc, PhD (London), FBPsS

Dean and Director of Studies, Faculty of Mathematics
Professor R. M. Pengelly, BSc (Southampton), PhD (London), FBCS

Dean and Director of Studies, Faculty of Science
Professor M. J. Pentz, MScPhys, MScEng (Cape Town)

Dean and Director of Studies, Faculty of Social Sciences
A. T. Blowers, BA, MLitt (Durham)

Dean and Director of Studies, Faculty of Technology
Professor J. J. Sparkes, BSc (Manchester), PhD (Essex), CEng, MIEE, SMIEEE

Director, Institute of Educational Technology
Professor D. G. Hawkridge, MA, BEd, STD (Cape Town), PhD (London), ABPsS

Director of Studies, Local Centres and Tutorial Services
R. H. Beevers, MA (Oxford), MA (London)

POST-EXPERIENCE COURSES UNIT

Chairman of the Post-experience Unit
Professor J. P. Barber, MA, PhD (Cambridge)

REGIONAL DIRECTORS

Regional Director, Region 01, London
K. Urwin, MA (Sheffield), Doct U Paris, Doct U Caen, Laureate of the French Academy, Chevalier des Palmes Academiques, Barrister-at-Law

Regional Director, Region 02, South
R. H. Cosford, MA, MLitt (Cambridge)

Regional Director, Region 03, South West
D. M. Buckingham, BA (Keele)

Regional Director, Region 04, West Midlands
P. Salway, MA, PhD (Cambridge), MA (Oxford), FSA

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Regional Director, Region 05, East Midlands
N. F. Woods, LLB (London), ACIS

Regional Director, Region 06, East Anglia
Miss Patience Burne, MA (London), MA (Cambridge)

Regional Director, Region 07, Yorkshire
J. M. Bradford, BA (Leeds), MA (Oxford)

Regional Director, Region 08, North West
M. E. Richardson, MA (Cambridge)

Regional Director, Region 09, North
A. P. Miller, BCom (Durham)

Welsh Director, Region 10, Wales
H. H. Williams, PhD, DSc (Wales)

Scottish Director, Region 11, Scotland
G. K. W. Arkieson, DFC, MA (Edinburgh) LLB

Northern Ireland Director, Region 12, Northern Ireland
D. G. Macintyre, MA, MEd (Aberdeen)

Regional Director, Region 13, South East
P. Princep, BSc (London) ABPsS

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Date ....
Cashier's stamp and initials

51 – 81 – 02	
Bank	National Westminster
Branch	BLETCHLEY, 211 Queensway
Account and No.	The Open University, Student Fees. 01926829

Student Serial Number

Cash ....

Cheques
P.O.'s etc. ....

£

The Open University **bank giro credit**

Date ....
Cashier's stamp and initials

51 – 81 – 02	
Bank	National Westminster
Branch	BLETCHLEY, 211 Queensway
Account and No.	The Open University, Student Fees. 01926829

Student name (BLOCK CAPITALS) ....

Paid in by (Signature) ....

J12
1 3

STUDENT SERIAL NUMBER
10 17

	pounds	pence
£10 notes		
£5 notes		
£1 notes		
50p coin		
Other silver		
Bronze coin		
Total Cash		
Cheques P.O.'s etc.		
£		

22 .24 25 26

Date ....
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Other silver		
Bronze coin		
Total Cash		
Cheques P.O.'s etc.		
£		

22 .24 25 26

THE OPEN UNIVERSITY

APPLICATION TO PAY UNDERGRADUATE {COURSE TUITION / FINAL TUITION / SUMMER SCHOOL}* FEES IN INSTALMENTS

Please complete all of this form (in BLOCK CAPITALS) and return it with your remittance for £1.50 to the Student Records Office when you receive the invoice for your fees if you wish to pay them in instalments. Forms must be received no later than the due date of the first instalment. Page 43 of the *BA Degree Handbook 1978* gives details of how and when to pay.
*Delete as appropriate.

SECTION 1 – Personal Information (All information on this form will be treated in strictest confidence.)

Name
Serial Number ☐☐☐☐☐☐☐☐
Address

THIS APPLICATION TO PAY BY INSTALMENTS WILL NOT BE ACCEPTED UNLESS ACCOMPANIED BY A REMITTANCE FOR £1.50 IN RESPECT OF THE ADMINISTRATIVE CHARGE. (Please keep this separate from any payment towards fees and write your serial number on the reverse.)

SECTION 2 – Payment Schedule

Enter your student serial number and the code of your chosen payment scheme in the boxes provided below.

Table 7 on page 43 shows the due dates for payment, payment schemes available and the codes used to denote them together with examples of how the schemes work. Each scheme is expressed as a percentage of the fee that is required to be paid on each instalment date. As the percentages for each date are *accumulating minima* there is considerable flexibility in the range of acceptable payments, (e.g. for scheme F, each instalment is 25 per cent so that by the first instalment 25 per cent must have been paid, by the second 50 per cent, by the third 75 per cent, and by the fourth 100 per cent. Thus, four equal payments of 25 per cent would be acceptable but so would payments of 30 per cent, 20 per cent, 40 per cent and 10 per cent).

For further details please see page 43 of the *BA Degree Handbook 1978*.

		SERIAL NUMBER	SCHEME
J07	C		
1 3	5	7 14	16

		SERIAL NUMBER	£ p
J08	P		0150
1 3	5	7 14	16 19

SECTION 3 – Declaration

Please now read the declaration below, sign and date the form and send it with your remittance (serial number on the reverse, please) to the Student Records Office.

I hereby agree to pay my Open University {COURSE TUITION* / FINAL TUITION* / SUMMER SCHOOL*} fees in full and in accordance with the payment schedule entered above.

*delete as appropriate

Signed____________________ Date____________

S.R.O. STAMP & DATE	*BURSARY USE*

THE OPEN UNIVERSITY

APPLICATION TO PAY UNDERGRADUATE {COURSE TUITION / FINAL TUITION / SUMMER SCHOOL}* FEES IN INSTALMENTS

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*delete as appropriate

Signed______________________________ Date________________

S.R.O. STAMP & DATE

BURSARY USE

STANDING ORDER

(Please complete in block capitals)

TO : ______________________________ Bank

______________________________ Branch

Please pay on

3rd February 1978 Course Tuition Fees (Continuing students only)
14th April 1978 Final Tuition Fees (new students only)
14th June 1978 Summer School Fees (all students with a summer school)

(delete as applicable)

to : NATIONAL WESTMINSTER BANK LIMITED H O Collection Account Code No. 57-11-22

the sum of £ __________ (say ______________________________)

for credit to account of **THE OPEN UNIVERSITY STUDENT FEES**

quoting Student Serial Number ☐☐☐☐☐☐☐☐ as a reference and making a further

one/two/three payments of £ __________ (say ______________________________)monthly
(delete as appropriate)

on the

3rd of each month – Course Tuition Fees
14th of each month – Final Tuition or Summer School Fees

up to and including __________
(date of last payment)

or until this order is cancelled in writing charging such payments

to my/our ______________________________ Account Numbered __________

Do not enact this order in the absence of a Student Serial Number reference.

FOR BANK USE ONLY	
Data submitted to computer	
Print-out checked	

Signature ______________________________

Date ______________________________

This order cancels all previous orders payable to The Open University Student Fees

STANDING ORDER

(Please complete in block capitals)

TO : ______________________________ Bank

______________________________ Branch

Please pay on

3rd February 1978 Course Tuition Fees (Continuing students only)
14th April 1978 Final Tuition Fees (new students only)
14th June 1978 Summer School Fees (all students with a summer school)

(delete as applicable)

to : NATIONAL WESTMINSTER BANK LIMITED H O Collection Account Code No. 57-11-22

the sum of £ __________ (say ______________________________)

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quoting Student Serial Number ☐☐☐☐☐☐☐☐ as a reference and making a further

one/two/three payments of £ __________ (say ______________________________)monthly
(delete as appropriate)

on the

3rd of each month – Course Tuition Fees
14th of each month – Final Tuition or Summer School Fees

up to and including __________
(date of last payment)

or until this order is cancelled in writing charging such payments

to my/our ______________________________ Account Numbered __________

Do not enact this order in the absence of a Student Serial Number reference.

FOR BANK USE ONLY
Data submitted to computer
Print-out checked

Signature ______________________________

Date ______________________________

This order cancels all previous orders payable to The Open University Student Fees

If you change your address and/or telephone number please fill in the attached card as follows:

1 Enter your surname, initials and title

2 Enter your Open University student serial number

3 Enter your new address

First line of your new address

Second line of your new address

Third line of your new address

Fourth line of your new address

Fifth line of your new address (and post code if any)

4 Enter your new telephone number

5 Enter your signature and the date

THE OPEN UNIVERSITY
STUDENT CHANGE OF ADDRESS CARD

Please use block capitals

Name__________ Initials__________ Title __________

R,1,5 Serial No. ☐☐☐☐☐☐☐☐ 8,0

1 3 4 11 12 13

14

R,2,6

1 3

1 ☐

14 15

This is my new address for correspondence

Signed__________ Date__________

If you change your address and/or telephone number please fill in the attached card as follows:

1 Enter your surname, initials and title

2 Enter your Open University student serial number

3 Enter your new address

First line of your new address

Second line of your new address

Third line of your new address

Fourth line of your new address

Fifth line of your new address (and post code if any)

4 Enter your new telephone number

5 Enter your signature and the date

THE OPEN UNIVERSITY
STUDENT CHANGE OF ADDRESS CARD

Please use block capitals

Name__________ Initials__________ Title __________

R,1,5 Serial No. ☐☐☐☐☐☐☐☐ 8,0

1 3 4 11 12 13

14

R,2,6

1 3

1 ☐

14 15

This is my new address for correspondence

Signed__________ Date__________

Before completing this card please discuss your intended withdrawal with your tutor-counsellor and read Section 6 of this *Handbook* concerning summer school fees and course material

1 Enter your surname, initials and title

2 Enter your Open University student serial number*

3 Enter details of the course(s) from which you intend to withdraw†

4 Enter your signature and the date

THE OPEN UNIVERSITY
WITHDRAWAL CARD

☐ Tick here if paying fees by instalments

Name __________ Initials __________ Title __________

To be completed only if you have decided to withdraw from one or more courses. Please enter your student serial number, and the code of the course(s) from which you are withdrawing in the appropriate boxes below. If you are paying any of your fees by instalments, please tick the box in the top right-hand corner of this card. You should read the notes alongside before completing the form and signing the declaration.

*Serial No.

R35 ☐

1 3 4 11

	†Course Code		FOR OFFICE USE	
80		6		80
80		6		80
80		6		80
80		6		80
12 13	14 20	21	22 27	28 29

Signature__________ Date __________

AFFIX
STAMP
HERE

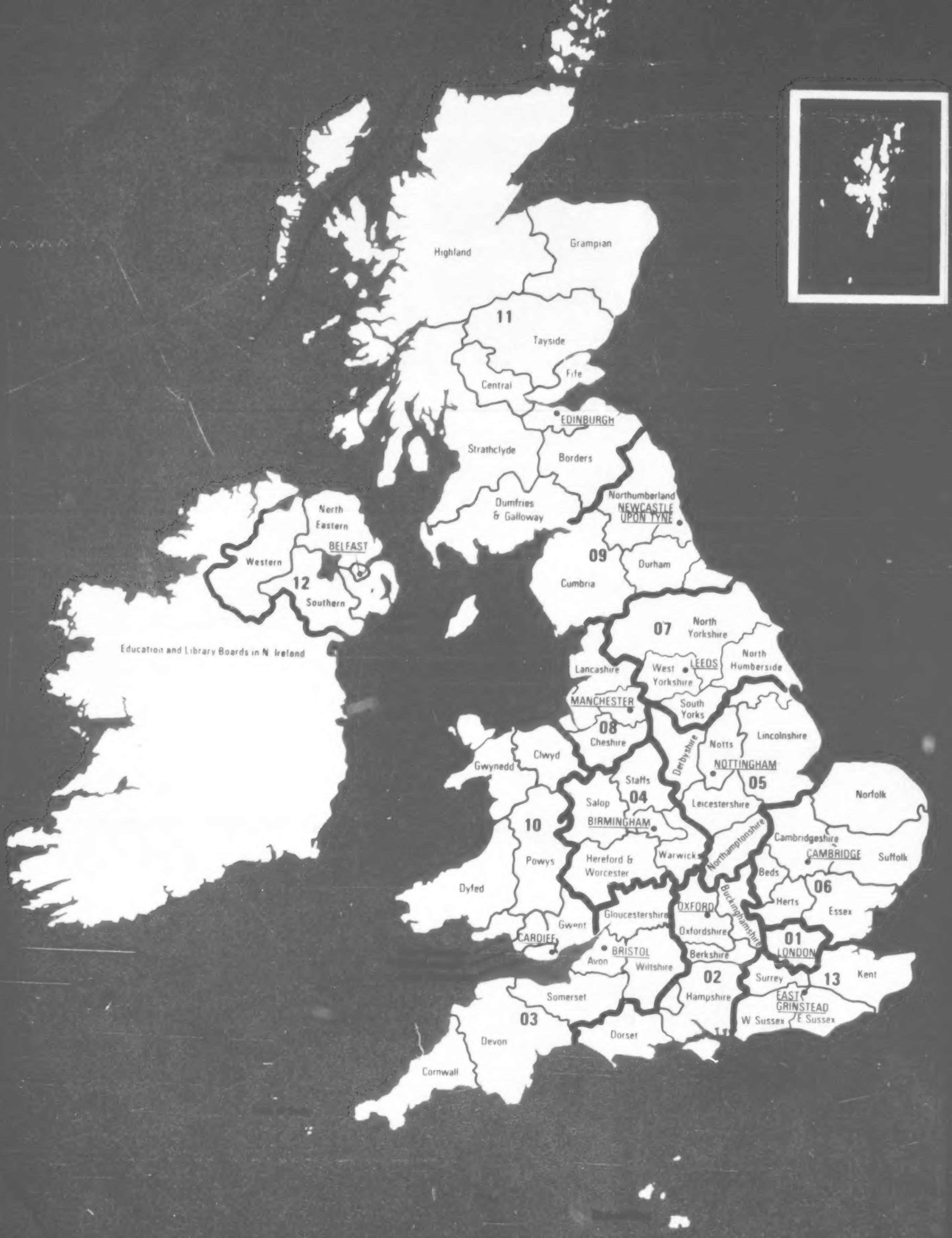
The Student Records Office
The Open University
PO Box 72
Milton Keynes
MK7 6AQ

AFFIX
STAMP
HERE

The Student Records Office
The Open University
PO Box 72
Milton Keynes
MK7 6AQ

AFFIX
STAMP
HERE

The Student Records Office
The Open University
PO Box 72
Milton Keynes
MK7 6AQ


Highland
Grampian
11
Tayside
Fife
Central
EDINBURGH
Strathclyde
Borders
Dumfries & Galloway
Northumberland
NEWCASTLE UPON TYNE
North Eastern
BELFAST
Western
12
Southern
09
Durham
Cumbria
07
North Yorkshire
Education and Library Boards in N. Ireland
North Humberside
West Yorkshire
LEEDS
Lancashire
MANCHESTER
South Yorks
08
Cheshire
Lincolnshire
Notts
Derbyshire
NOTTINGHAM
Clwyd
Gwynedd
Staffs
05
04
Salop
Leicestershire
Norfolk
BIRMINGHAM
10
Northamptonshire
Cambridgeshire
CAMBRIDGE
Suffolk
Powys
Hereford & Worcester
Warwicks
Beds
Dyfed
06
Buckinghamshire
Herts
Essex
Gloucestershire
OXFORD
Gwent
Oxfordshire
01
CARDIFF
LONDON
BRISTOL
Avon
Berkshire
Wiltshire
02
Surrey
13
Kent
Somerset
Hampshire
EAST GRINSTEAD
03
W Sussex
E Sussex
Dorset
Devon
Cornwall